

**1 OCTOBER 2002**



**Financial Management**

**APPROPRIATED FUND SUPPORT OF  
MORALE, WELFARE, AND RECREATION  
(MWR) AND NONAPPROPRIATED FUND  
INSTRUMENTALITIES (NAFIS)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 65-1, Management of Financial Services. It provides financial guidance on using appropriated funds (APF) for Air Force Services programs and NAFIs, with the exception of Dining Halls, Military Honors Program, and Mortuary Affairs throughout the Air Force. It applies to all individuals who review, approve, or use appropriated funds for support of Air Force Services and NAFIs. Commands may not change the guidance and procedures in this instruction. Submit all supplements to SAF/FMC for approval before issuance. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This is the second issuance of AFI 65-106, revising AFI 65-106, 28 Oct 1994. It implements revisions to DoD guidance contained in the list of references at Attachment 3. Changes the OPR for this instruction from SAF/FMP to SAF/FMCEB. Revises guidance authorizing the use of APFs to procure goods and services from NAFIs and agencies within the Department of Defense. Authorizes APF support for all equipment procured for the Nonappropriated Accounting Office (NAF AO) and the Human Resource Office (HRO). Revises Child Care funding matrix and adds a funding matrix for School Age Care Program. Changes Defense Business Operations Fund (DBOF) to Defense Working Capital Fund (DWCF). Updates the list of Air Force Remote and Isolated Locations. Revises the guidance for Command Lodging Rates and clarifies the source of funds matrix. Revises Fisher House & Fisher Suite guidance to establish the Air Force Fisher House Fund (AFFHF) as a central NAFI in accordance with the FY 1999 National Defense Authorization Act. Changes guidance to authorize the organizational purchase of Air Force Services peculiar items upon approval from the Services and the Group Commander. Adds policy to authorize APFs for all NAF personnel security clearance investigations and authorizes APFs for evacuation of NAF employees by the Wing Commander during contingency and emergency situations. Clarifies guidance to authorize APF travel only for participants involved in international and national sports competi-

tion. Clarifies guidance on the use of APFs to procure propane gas as a utility for Cat C activities at OCONUS locations. Revises guidance to delete the disparity between fuel storage tanks existing before and after September 30, 1988 and deletes the needs assessment justification for investment equipment.

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## Chapter 1

### GENERAL GUIDANCE

**1.1. Scope** . This instruction provides detailed Air Force financial guidance on APF support to Air Force Services and other NAFI programs (e.g., Fisher House Fund) and activities. For information regarding nonappropriated fund (NAF) support, classification and operations of Air Force Services, activities see AFI 34-201. In cases of conflict with other Air Force instructions on using APFs to support Air Force Services, this instruction takes precedence. In the event of conflict with other instructions, submit an advisory through established command channels to SAF/FMC for appropriate review and coordination including SAF/FMB.

1.1.1. **Personnel Authorization** . Additional personnel authorizations or requirements shall not be programmed or allocated based on this instruction.

1.1.2. **Use of Appropriated Funds** . To most effectively utilize NAF resources, expenses should be paid from APFs where authorized.

**1.2. Objective** . The Air Force promotes and provides a well-rounded Air Force Services program to ensure the mental and physical well-being of its personnel. Adequate facilities should be provided, operated, and maintained through financial support provided from APFs as authorized by law and within the limits imposed by the availability of resources. Depending upon the category, some Air Force Services activities may be fully supported with APFs, some with a combination of APFs and NAFs, and some primarily with NAFs.

**1.3. Comptroller Responsibilities** . Air Force Financial Management/Comptroller and Air Force Services offices must aggressively manage APF support of Air Force Services activities. No use of APFs may be approved beyond what is authorized by this instruction. All questions or requests for expanded direction will be made to SAF/FMC with appropriate coordination including SAF/FMC.

1.3.1. The Comptroller community must develop, coordinate, and provide procedures for financial oversight and guidance to commanders and services functional managers on using APFs to support Air Force Services activities within the limitations established by the Congress, the Secretary of Defense, and the Secretary of the Air Force.

1.3.2. The Comptroller's office must assure obligations are accurately reported in accordance with funding limitations and all applicable Air Force guidance.

**1.4. Categories of Air Force Services Activities** . Services activities are grouped into three categories: Category A, "Mission Sustaining;" Category B, "Basic Community Support Activities;" and Category C, "Revenue-Generating Activities." Support categories are based on the activity rather than the facility. A facility may house several different activities with each classed in a different support category. See [Figure 2.1](#) for a list of Air Force Services activities by Category.

**1.5. Direct Support** . Field organizations must control and report direct costs in support of Air Force Services activities. See [Figure 1.1](#) for a general list of direct cost elements.

**1.6. Indirect Support** . Indirect support which does not require hiring additional APF personnel or securing additional services are not reported by field units. The Deputy Assistant Secretary of the Air Force for Cost and Economics (SAF/FMC) computes and reports indirect support costs to the Office of the Secretary of Defense. See [Figure 1.2](#) for a general listing of indirect cost elements.

**1.7. Reimbursing APF Expenses** . Field activities may use authorized reimbursement programs to provide services to AF Services activities on a reimbursable basis. Bases must identify materials, services, or salaries in advance and establish a reimbursable order for the amount to be paid to APFs from NAFs. See AFI 65-601, Volume 1, for reimbursement procedures.

**1.8. Interagency and Intraagency Contracts and Agreements for Goods and Services.** In accordance with 10 U.S.C. § 2482a, agencies and instrumentalities, including NAFIs, of the DoD operating Air Force Services activities or exchanges may contract with each other or with other DoD and Federal agencies or instrumentalities to provide or obtain goods or services.

**Figure 1.1. Direct Cost Elements.****DIRECT COST ELEMENTS**

Military Personnel\*  
 Civilian Personnel\*  
 PCS Travel  
     Military\*\*  
     Civilian  
 TDY Travel  
 Transportation of goods  
 Utilities  
 Facility Rents and Leases  
 Equipment Maintenance  
     Contracted  
     In-house  
 Minor Construction (and related contract or  
 in-house incremental architectural & engineering costs)  
 Aircraft Petroleum  
 Ship POL  
 Other Supplies  
 Equipment  
 Capital Expenditures  
 Purchases from Defense Working Capital Fund (DWCF) \*\*\*  
     Purchased Services  
     Custodial and Janitorial Service  
     Linen Service  
     Other Purchased Services  
     Printing and Reproduction  
     Communications-Computer Systems  
     Software Acquisition  
     Equipment Acquisition  
     Maintenance for AIR FORCE SERVICES Requirements

\*Not reported if support to AIR FORCE SERVICES is less than 25 percent of assigned duties.

\*\*Included in military pay standard composite rates.

\*\*\*Could be indirect based on the type of service provided.

**Figure 1.2. Indirect Cost Elements.**

**INDIRECT COST ELEMENTS**

**Reported at HQ USAF**

Communications - Electronic  
Civil Engineering - Maintenance and Repair  
Data Automation (Information Processing Center)  
Refuse Collection and Disposal Services

**Classified as Common Support and Not Reported or Requiring Reimbursement from NAFs**

Audit Support  
Education and Training (APF Employees)  
Information Processing  
Financial Management (Comptroller Staff)  
Legal Services  
Contracting  
Fire Protection  
Security Police  
Pest Control (excludes specialized pest control for golf course grounds maintenance)  
Snow Removal  
Inspection and Safety  
Medical and Veterinary  
OSI  
Architectural and Engineering (does not include construction or when no additional manpower is required)  
Postal  
Motor Pool Provided Transportation  
Traffic Management Office  
Sewage Disposal



## Chapter 2

### CLASSIFICATION OF ACTIVITIES

**2.1. Classification of Activities** . AIR FORCE SERVICES activities are classified into three categories for determining the source of funding support authorized for each. See [Figure 2.1.](#) for a list of AIR FORCE SERVICES activities by category.

**2.1.1. Category A, Mission Sustaining Activities** . These are programs essential to the military mission and must be provided in all but the most extenuating conditions, i.e., contingency operations. Consequently, these programs are authorized to receive maximum APF support. They also have the least capacity to generate revenue. The Air Force goal is 100 percent APF support where authorized for Category A activities. (Common support activities such as Resource Management Flight (RMF) and HRO are grouped in Category A for reporting purposes only. APF support is based on the functions performed by these activities, i.e. for purposes of Executive Control and Command Supervision (ECCS), APF support is authorized for equipment to include data automation equipment.)

**2.1.2. Category B, Basic Community Support Activities** . These activities are community support programs with the capacity to generate some NAF revenue. They may be provided substantial support from APFs. This Category includes essential AIR FORCE SERVICES activities that provide a fundamental core of the SERVICES programs at Air Force installations. The Air Force goal for APF support of category B activities is 50 percent of direct costs.

**2.1.3. Category C, Revenue-Generating Activities** . Category C activities have the highest capacity to generate revenue and are considered self-sustaining, capable of funding most expenses. Category C activities are considered desirable to the military community and make major contributions to mission accomplishments and personnel recruitment and retention. Category C activities are authorized indirect APF support and limited direct APF support. Direct APF support is authorized to correct health and safety deficiencies. Category C programs at designated remote and isolated locations are authorized the same type of funding as Category B programs. See Paragraph [3.1.](#) for funding details and [Figure 3.1.](#) for a list of approved AIR FORCE SERVICES remote and isolated locations.

**2.2. Supplemental Mission Support NAF Activities** . These include all NAFIs providing MWR services that supplement the mission of training, health, lodging, or other appropriated funded programs. Examples include the lodging fund, Fisher House Fund, in-flight meal service and the U. S. Air Force Academy Athletic Association. The only APF support reportable for these activities are costs that relate directly to the NAFI operated functions.

**2.3. Concessions and Resale Activities** . Classify snack bars, soda fountains, health bars, recreation equipment rental, arts and craft resale, and other concessions, whether standing alone or collocated with Category A or B activities, as Category C activities for determining APF support. As an example, while equipment issue operations are considered Category B, collocation of this function with the recreation equipment rental activity does not negate requirements for utility reimbursement or authorize additional APF support for equipment rental. In particular, utility costs for Category C functions must be paid with NAFs, except for overseas and designated remote and isolated locations. Follow the procedures in AFI 32-1061 to estimate utility consumption when meters are not used for the Category C functions in the facility. See [Figure 2.2.](#) for a list of these activities.

**2.4. AAFES Activities** . Generally, APF support may be provided AAFES activities at the same level as that provided to AIR FORCE SERVICES Category C activities. **EXCEPTION:** AAFES pays for refuse collection and disposal services provided at CONUS locations.

**Figure 2.1. Categorization of Air Force Services Activities.**

### **CATEGORIZATION OF AIR FORCE SERVICES ACTIVITIES**

#### **CATEGORY A - MISSION SUSTAINING ACTIVITIES**

Armed Forces Professional Entertainment Program (Overseas)  
Gymnasium, Physical Fitness, Aquatic Training, and Aerobic Studios  
Libraries  
Parks and Picnic Areas  
Community Centers/Rooms  
Fitness and Sports (self directed, unit level, intramural)  
Unit--Level Programs and Activities  
Isolated, Deployed, and Free Admission Motion Pictures  
Common Support Services (for reporting purposes only)  
    Resource Management Flight (not related to resale)  
    ECCS  
    Procurement (not related to resale)  
    Air Force Services Logistics (not related to resale)  
    Human Resource Office  
    Marketing

#### **CATEGORY B - BASIC COMMUNITY SUPPORT ACTIVITIES**

Arts and Crafts Skill Development  
Automotive Crafts Skill Development  
Child Development Centers (excludes family day care)  
Entertainment (music and theater)  
Recreational Swimming Pools  
Sports Programs (above the intramural level)  
Youth Activities  
Family Child Care  
School Age Care  
Stars and Stripes (Not bookstores or newsstands)  
Bowling Centers (12 lanes or less)  
Marinas Without Resale or Private Boat Berthing

Camping (Primitive and/or Tents)  
Recreational Information, Tickets and Tours Services  
Cable Television  
Outdoor Recreation Equipment Loan Operations

**CATEGORY C - REVENUE-GENERATING ACTIVITIES**

Aero Clubs  
Amusement Machine Locations and Centers  
Animal Care Funds  
Armed Services Exchange and Related Activities (includes package stores)  
Armed Forces Recreation Centers (accommodation and dining and resale facilities)  
Audio and Photo and Other Resale Activities  
Bingo  
Bowling Centers (over 12 lanes)  
Cabins, Cottages, Cabanas, Recreational Guest Houses and FAMCAMPs (Trailer and/or Recreational Vehicle (RV) Park with hook-ups)  
Catering  
Golf Courses  
Marinas and Boating Activities with Resale or Private Boat Berthing  
Motion Pictures (paid admission functions)  
Motorcycle Clubs  
Parachute and Sky Diving Clubs  
Rod and Gun Clubs  
Skating Rinks  
Skeet/Trap Ranges  
Snack Bars/Soda Fountain/Health Bars  
Riding Stables  
Unofficial Commercial Travel Services  
Clubs (Officer, NCO, Enlisted, Airmen or Consolidated)  
Air Force Services Equipment Rental Operations  
Other Resale Activities and Services  
Resource, Recovery, and Recycling Program (RRRP)  
Stars and Strips Bookstores and Newsstands  
Miniature Golf

**Figure 2.2. Category C Activities Frequently Collocated in Categories A and B Facilities.**

**CATEGORY C ACTIVITIES FREQUENTLY COLLOCATED IN CATEGORIES A AND B  
FACILITIES**

Recreation Equipment Rental Operations

Boat Rental

Charter Boats

Concessions

Snack Bars

Soda Fountains

Cafe

Health Bars

Arts And Crafts Resale

Pro Shops

Amusement Machine Rooms

Bingo And Unofficial Travel Offices

Car Wash/Recreation Vehicle Wash

Other Resale Activities

## Chapter 3

### REMOTE AND/OR ISOLATED LOCATIONS

**3.1. Level of Appropriated Fund Support.** Category C activities at approved remote and isolated locations are generally authorized Category B level APF support, based on availability of resources at each location. **Figure 3.1.** identifies remote and/or isolated locations.

**EXCEPTION:** Don't provide Category B level APF support for:

- 3.1.1. Equipment and supplies for AAFES.
- 3.1.2. Equipment utilized for generating revenue or for providing a paid service (such as golf carts, amusement machines, slot machines, horses, airplanes, and guns).
- 3.1.3. Additional telephone service above that authorized for Category C activities at other locations.

**3.2. Procedures in Requesting Remote and Isolated Status.** The installation level SV prepares a Remote and Isolated Package (see DoDI 1015.10 Enclosure 5 for major factors to be addressed when requesting R & I status).

- 3.2.1. The package should include a background paper with a narrative justification for the request and specific information showing how the installation qualifies based on all the criteria contained in DoDI 1015.10, paragraph E5.3.1 and all its subparagraphs.
- 3.2.2. Packages must be coordinated with FM and approved by the installation commander prior to forwarding to the MAJCOM/SV. The MAJCOM/SV obtains MAJCOM/FM coordination on the package prior to forwarding it to HQ AFSVA for review. HQ AFSVA evaluates the request and forwards the package to AF/ILV for review. AF/ILV evaluates the request and forwards the package with its recommendation to SAF/FMC for review. SAF/FMC evaluates the request and forwards the package with its recommendation to SAF/MRM. SAF/MRM evaluates the request and forwards the package with its recommendation to OSD/FMP for final action.

**Figure 3.1. Approved Remote and Isolated Locations.****APPROVED REMOTE AND ISOLATED LOCATIONS**

| <b><u>HQ USAFE</u></b> | <b><u>HQ PACAF</u></b> | <b><u>HQ ACC</u></b>  | <b><u>HQ AFSPC</u></b>    |
|------------------------|------------------------|-----------------------|---------------------------|
| Araxos, Greece         | Andersen, Guam         | Cannon, New Mexico    | Cavalier, North Dakota    |
| Aviano, Italy          | Eareckson, Alaska      | Holloman, New Mexico  | Clear, Alaska             |
| Buchel, Germany        | Eielson, Alaska        | Lajes, Portugal       | Socorro, New Mexico       |
| Ghedi, Italy           | Galena, Alaska         | Minot, North Dakota   | Sondrestrom, Greenland    |
| Incirlik, Turkey       | Kadena, Japan          | Mountain Home, Idaho  | Thule, Greenland          |
| Izmir, Turkey          | King Salmon, Alaska    |                       | Womera, Australia         |
| Kalkar, Germany        | Kunsan, Korea          |                       |                           |
| Kleine Brogel, Belgium | Misawa, Japan          |                       |                           |
|                        | Osan, Korea            |                       |                           |
| Moron, Spain           | Yokota, Japan          |                       |                           |
|                        |                        |                       |                           |
| Pirinclik, Turkey      |                        |                       |                           |
| San Vito, Italy        |                        |                       |                           |
| Stavenger, Norway      |                        |                       |                           |
| Volkel, Netherlands    |                        |                       |                           |
|                        |                        | <b><u>HQ AETC</u></b> | <b><u>HQ AMC</u></b>      |
|                        |                        | Altus, Oklahoma       | Grand Forks, North Dakota |
|                        |                        | Gila Bend, Arizona    |                           |
|                        |                        | Laughlin, Texas       | <b><u>HQ AFMC</u></b>     |
|                        |                        | Vance, Oklahoma       | Edwards, California       |

## Chapter 4

### MILITARY AND CIVILIAN PERSONNEL COSTS

**4.1. General Guidance.** Military and APF civilian personnel cannot be employed in Category C activities while on duty. **EXCEPTIONS:**

- 4.1.1. Military and APF civilian personnel are authorized for ECCS.
- 4.1.2. Military and APF civilian personnel at approved remote and isolated locations when authorized on the Unit Manpower Document (UMD).
- 4.1.3. Military and APF civilian personnel at deployed and contingency locations, e.g., Field Exchanges

**4.2. Dual Compensation.** Enlisted military and APF civilian personnel generally may work in AIR FORCE SERVICES activities during off-duty hours as NAF civilian employees. In the case of APF civilian personnel, the aggregate hours worked (APF and NAF) cannot exceed 40 hours per week; i.e., full time APF employees may not work off-duty as a NAF civilian employee. Off duty military personnel work will not exceed 34 hours per week as a NAF employee. The local Staff Judge Advocate reviews each case to assure that dual compensation laws are not violated.

**4.3. Accounting for Personnel Costs.** All activities must account for costs of military and APF civilian personnel whose assigned duties in support of Air Force Services are 25 percent or more of their total duty time. Report costs in proportion to the amount of time spent supporting AIR FORCE SERVICES , e.g., external organizations such as Base Communication Squadrons or Base Civil Engineers who spend 25 percent or more of their time in support of Air Force Services .

- 4.3.1. Use the military composite rates in DFAS-DE 7010.1-R to compute the costs chargeable to APFs.
- 4.3.2. Use the civilian standard rate in DFAS-DE 7010.2-R applicable to work performed for another DoD agency to compute the amount to reimburse APFs from NAFs. The civilian standard rate includes factors for annual leave, holidays, sick leave and contributions for group life insurance, retirement, and health benefits.
  - 4.3.2.1. Total actual cost to the federal government is reimbursed for local wage rate employees (e.g., wage board authority) and foreign nationals.
- 4.3.3. Use approved shop rates when reimbursing civil engineering work.
  - 4.3.3.1. See AFIs 32-1022 and 32-1032 for guidance on the use of military labor to support AIR FORCE SERVICES facility projects.
- 4.3.4. Military personnel and TDY costs, when part of a Joint Chiefs of Staff (JCS) exercise, must be identified by a separate JCS Emergency or Special Project (ESP) code and not be charged as AIR FORCE SERVICES costs.
- 4.3.5. Military personnel are authorized in exchanges for ECCS to provide a trained cadre to meet wartime and deployment requirements. These costs are reported as direct APF support.

**4.4. Transportation Costs for NAF Employees.** Transportation costs for NAF employees are funded from the same source as the NAF salaries. However, Installation Services Commander's may seek additional APF funds to offset this NAF cost through the local budget process.



## Chapter 5

### CHILD DEVELOPMENT PROGRAMS

**5.1. General Guidance.** It is DoD and Air Force policy that APF direct support for the child development center must be at least equal to parent fees collected. Appropriated general and administrative (G&A) costs such as comptroller support, installation security, facilities engineering, legal services, fire protection, utilities, custodial services, refuse collection, snow removal, and similar types of base support functions should not be counted as part of the APF direct support.

5.1.1. Parent fees may only be used to pay caregiver wages, purchase supplies, and for food program expenses not covered by APF.

**5.2. Funding for Child Development Programs.** Funding for child care operating expenses has been allocated as a separate program element (XXX19F) in the budget subactivity group for base support.

5.2.1. Funding for items such as utilities, minor construction, custodial service and investment equipment will remain in base operation program elements and other appropriations. **Figure 5.1.** provides a matrix that indicates the fund source for child care costs.

5.2.2. For reporting purposes, accumulate all APF costs for child care services in RC/CCs XX45F2, XX45F3 and XX45F4. Use emergency and special program ESP code "VC" to control and report the APF obligations for the child development centers, and ESP code "WC" for the family child care and child-related services, "YS" for youth programs and "SA" for school-age care.

5.2.3. SAF/FMC will report indirect support for child care programs. See AFI 34-248, *Child Development Programs*, for additional guidance on child development programs, and AFI 34-249, *Youth Programs*.

5.2.4. In addition to expenses authorized in **Figure 5.1.**, APFs may be used for the following child care requirements:

5.2.4.1. Operation of the center during alerts, national emergencies, inspections, mobilizations, deployments, and other special conditions as determined by the installation commander.

5.2.4.2. National accreditation of child development and school-age centers required by Air Force policy.

5.2.4.3. Training requirements of the Military Child Act, including training equipment and supplies, tuition, and instructors or consultants.

5.2.4.4. Parent participation program as required by the Military Child Care Act.

5.2.4.5. Purchase of fixed installation surveillance closed circuit television (CCTV) to enhance the level of supervision at base child development centers and school age child care programs.

5.2.4.6. Cable Television (installation, maintenance and monthly service charges).

5.2.4.7. Civilian uniforms (approved in accordance with AFI 36-801) or other identifying apparel used in child development centers, school age child care programs and youth programs, designed to identify to the general public the staff authorized to provide care and supervision of children and youth.

**5.3. Family Child Care and Other Child-Related Services .** APF support is authorized for family child care coordinators/program monitor, establishment of lending programs, training of family child care providers, and for travel expenses of program monitors using their private vehicles to perform Government functions.

**5.3.1. School Age Program (Before and After School, Full-Day, Holiday, and Summer Camps).** This program is part of the overall child development program but is operated by Youth Programs, not as a sub-activity of the Child Development Center. APF support costs are reported separately from child development centers and there is no requirement to match parent fees with APF support. The school age care program is a Category B activity operated in the Youth Center or other suitable sites with a combination of APF and NAF funds.

5.3.1.1. APF support is provided as indicated in **Figure 5.2.**

5.3.1.2. APF direct support is reported separately from child development centers and family child care programs in RC/CC XX45F5. Use emergency and special program ESP code “SA” to control and report APF obligations.

5.3.1.3. Contract full-day summer camps are operated with a combination of APFs and NAFs. See **Figure 5.2.**

5.3.1.4. Ground transportation for field trips for educational programs is authorized to be provided with APF resources. Transportation for field trips for entertainment such as theme parks, must be provided from NAFs. Administration fees for field trips are paid from NAFs. Transportation to and from school normally is provided by designating the school age program locations as bus stops for school district, DoDDS, etc. If there is a demonstrated need for additional transportation services to and from school, NAFs can be used to provide transportation to and from school as long as the parents pay the costs associated with providing the service.

5.3.1.5. Training of Program Coordinators and School Age Program Assistants will be from APFs.

5.3.1.6. Costs for food service programs for the school age programs provided by contract will be allocated between APFs and NAFs consistent with the guidance for food service in **Figure 5.2.** When the installation is not eligible to participate in the USDA food program, APFs may be used for the total costs of the food service program (in-house or contract).

**5.4. Funding for Youth Programs.** Funding for Youth Programs may be resourced from APF or NAF depending on the nature of the expenditure. Youth programs are a Category B activity supported with a substantial amount of APF support in addition to revenues generated from parent fees. This chapter does not apply to Youth programs unless specifically stated. As a category B activity, fund sources for Youth programs are provided as indicated in **Attachment 1** of this instruction.

Figure 5.1. Child Development Funding Guidance.

| CHILD DEVELOPMENT FUNDING GUIDANCE       |                       |                                 |                       |                   |                         |     |
|--|-----------------------|---------------------------------|-----------------------|-------------------|-------------------------|-----|
| EXPENSE ELEMENTS                         | PEXX719F<br>3400/3600 | OTHER<br>BASE<br>SUPPORT<br>PEs | MIL PER<br>3500, ETC. | INV EQUIP<br>3080 | MAJ CONST<br>3300, ETC. | NAF |
| <b>1. Military Personnel</b>             |                       |                                 | X                     |                   |                         |     |
| <b>2. Civilian Personnel</b>             |                       |                                 |                       |                   |                         |     |
| a. CDC Director                          | X                     |                                 |                       |                   |                         |     |
| b. Assistant Directors                   | X                     |                                 |                       |                   |                         |     |
| c. Training Coordinator/monitor          | X                     |                                 |                       |                   |                         |     |
| d. Clerical                              | X                     |                                 |                       |                   |                         |     |
| e. 1 in 4 Caregivers                     | X                     |                                 |                       |                   |                         |     |
| f. Other Caregivers                      |                       |                                 |                       |                   |                         | X   |
| g. Family Child Care Coordinator/monitor | X                     |                                 |                       |                   |                         |     |
| <b>3. PCS Travel</b>                     |                       |                                 |                       |                   |                         |     |
| a. APF Civilian                          | X                     |                                 |                       |                   |                         |     |
| b. NAF Personnel                         |                       |                                 |                       |                   |                         | X   |
| <b>4. TDY Travel</b>                     |                       |                                 |                       |                   |                         |     |
| a. APF Personnel                         | X                     |                                 |                       |                   |                         |     |
| b. NAF Personnel                         | X*                    |                                 |                       |                   |                         | X   |
| <b>5. Transportation of Goods</b>        | X                     |                                 |                       |                   |                         |     |
| <b>6. Utilities</b>                      |                       | X                               |                       |                   |                         |     |
| <b>7. Facility Rents and Leases</b>      |                       | X                               |                       |                   |                         |     |
| <b>8. Equipment Maintenance</b>          | X                     |                                 |                       |                   |                         |     |
| <b>9. Minor Construction</b>             |                       | X                               |                       |                   |                         |     |
| <b>10. Administrative Supplies</b>       | X                     |                                 |                       |                   |                         |     |
| <b>11. Equipment</b>                     |                       |                                 |                       |                   |                         |     |
| a. <\$100,000                            | X                     |                                 |                       |                   |                         |     |
| b. ≥\$100,000                            |                       |                                 |                       | X                 |                         |     |
| <b>12. Major Construction</b>            |                       |                                 |                       |                   | X                       |     |
| <b>13. Purchased Services</b>            |                       |                                 |                       |                   |                         |     |
| a. Custodial and Janitorial Service      |                       | X                               |                       |                   |                         |     |

| CHILD DEVELOPMENT FUNDING GUIDANCE                    |                       |                                 |                       |                   |                         |     |
|---|-----------------------|---------------------------------|-----------------------|-------------------|-------------------------|-----|
| EXPENSE ELEMENTS                                      | PEXX719F<br>3400/3600 | OTHER<br>BASE<br>SUPPORT<br>PEs | MIL PER<br>3500, ETC. | INV EQUIP<br>3080 | MAJ CONST<br>3300, ETC. | NAF |
| b. Linen Service                                      | X                     |                                 |                       |                   |                         |     |
| c. Other Purchased Services                           | X                     |                                 |                       |                   |                         |     |
| <b>14. Communications and Computer Systems</b>        |                       |                                 |                       |                   |                         |     |
| a. Software Acquisition                               | X                     |                                 |                       |                   |                         |     |
| b. Equipment Acquisition                              |                       |                                 |                       |                   |                         |     |
| (1) <\$ 100,000                                       | X                     |                                 |                       |                   |                         |     |
| (2) ≥\$ 100,000                                       |                       |                                 |                       | X                 |                         |     |
| c. Maintenance  | X                     |                                 |                       |                   |                         |     |
| <b>15. Education and Training</b>                     |                       |                                 |                       |                   |                         |     |
| a. APF Employees                                      | X                     |                                 |                       |                   |                         |     |
| b. Caregivers (NAF Employees)                         | X                     |                                 |                       |                   |                         |     |
| <b>16. Postage</b>                                    |                       | X                               |                       |                   |                         |     |
| <b>17. Transportation (Dedicated Vehicles)</b>        |                       |                                 |                       |                   |                         |     |
| a. Acquisition  |                       |                                 |                       |                   |                         |     |
| (2) ≥\$ 100,000                                       |                       |                                 |                       | X                 |                         |     |
| b. Operation & Maint                                  |                       | X                               |                       |                   |                         |     |
| <b>18. Other Supplies</b>                             | X                     |                                 |                       |                   |                         |     |
| <b>19. Food Service Program</b>                       |                       |                                 |                       |                   |                         |     |
| a. Food & Supplies                                    | X**                   |                                 |                       |                   |                         | X   |
| b. Personnel (Cooks)                                  | X***                  |                                 |                       |                   |                         | X   |
| <b>20. Printing and Reproduction</b>                  | X                     |                                 |                       |                   |                         |     |
| <b>21. Communications - Electronic</b>                |                       | X                               |                       |                   |                         |     |
| <b>22. Civil Engineering - Maintenance and Repair</b> |                       | X                               |                       |                   |                         |     |
| <b>23. Refuse Collection and Disposal Services</b>    |                       | X                               |                       |                   |                         |     |
| <b>24. Common Support</b>                             |                       |                                 |                       |                   |                         |     |
| a. Audit Support                                      |                       | X                               |                       |                   |                         |     |
| b. Information Processing                             |                       | X                               |                       |                   |                         |     |
| c. Financial Management                               |                       | X                               |                       |                   |                         |     |
| d. Legal Services                                     |                       | X                               |                       |                   |                         |     |
| e. Contracting  |                       | X                               |                       |                   |                         |     |

| CHILD DEVELOPMENT FUNDING GUIDANCE          |                       |                                 |                       |                   |                         |     |
|---|-----------------------|---------------------------------|-----------------------|-------------------|-------------------------|-----|
| EXPENSE ELEMENTS                            | PEXX719F<br>3400/3600 | OTHER<br>BASE<br>SUPPORT<br>PEs | MIL PER<br>3500, ETC. | INV EQUIP<br>3080 | MAJ CONST<br>3300, ETC. | NAF |
| f. Fire Protection                          |                       | X                               |                       |                   |                         |     |
| g. Security Police                          |                       | X                               |                       |                   |                         |     |
| h. Pest Control                             |                       | X                               |                       |                   |                         |     |
| i. Snow Removal                             |                       | X                               |                       |                   |                         |     |
| j. Inspection and Safety                    |                       | X                               |                       |                   |                         |     |
| k. Medical and Veterinary                   |                       | X                               |                       |                   |                         |     |
| l. OSI                                      |                       | X                               |                       |                   |                         |     |
| m. Architectural and Engineering            |                       | X                               |                       |                   |                         |     |
| n. Vehicle Operations Flight Transportation |                       | X                               |                       |                   |                         |     |
| o. Civilian Pers Ofc                        |                       | X                               |                       |                   |                         |     |
| p. Grounds Maintenance                      |                       | X                               |                       |                   |                         |     |

\*When travel is directed by an authorized DoD official and the TDY relates directly to activities supported by APFs.

\*\* Do not use NAF when APF is authorized.

\*\*\* Bases not eligible to participate in the USDA child care food program are authorized APF personnel.

**Figure 5.2. School Age Program.**

| EXPENSE ELEMENTS   | APF | NAF |
|--|-----|-----|
| <b>Civilian Personnel</b>  |     |     |
| Program Coordinators   | X   |     |
| School Age Program Assistants / Youth Program Recreation Aides   |     | X   |
| Clerical   | X   |     |
| <b>PCS &amp; TDY Travel</b>  |     |     |
| APF Civilian   | X   |     |
| NAF Personnel<br>* <b>Only applies to TDY</b> , APFs are authorized for NAF personnel when travel is directed by an authorized DoD official and the TDY relates directly to activities supported by APFs.    | X*  |     |
| <b>Transportation of Goods</b>   | X   |     |
| <b>Utilities</b>   | X   |     |
| <b>Facility Rents and Leases</b>   | X   |     |
| <b>Equipment (Acquisition and Maintenance)</b>   | X   |     |
| <b>MILCON &amp; Minor Construction</b><br>* APFs are authorized for Youth Centers at overseas locations  |     | X*  |
| <b>Administrative Supplies</b>   | X   |     |
| <b>Purchased Services</b>  |     |     |
| Custodial and Janitorial Service   | X   |     |
| Linen Service  | X   |     |
| Memberships for overall Youth program in youth-serving Organizations, i.e. Boys/Girls Club (excludes sports-only organizations)  | X   |     |
| Instructors:   |     |     |
| General education and Prevention Programs  | X   |     |
| Fee-Based Educational Classes, Lessons, etc.   |     | X   |
| <b>Cable Television</b> (installation, maintenance and monthly service charges)  | X   |     |
| <b>Communications/Computer Systems - Overall Youth Program</b> (equipment, software and maintenance, telephones, internet service providers, etc., excluding credit card verification equipment and service) | X   |     |
| <b>Credit Card Verification Equipment and Communications Service</b>   |     | X   |

| EXPENSE ELEMENTS  | APF | NAF |
|---|-----|-----|
| <b>Closed Circuit Television (CCTV) Surveillance Systems</b> (equipment, maintenance and repair - includes overall Youth program)   | X   |     |
| <b>Education and Training</b>   |     |     |
| APF Employees   | X   |     |
| NAF Employees   | X   |     |
| <b>Postage</b>  | X   |     |
| <b>Transportation</b>   |     |     |
| Administration  | X   |     |
| Educational Field Trips   | X   |     |
| Entertainment Field Trips   |     | X   |
| To and from School<br>** Use NAFs if normal to and from school transportation (i.e., school district, DoDDs, etc.) is not available |     | X** |
| <b>Food Service Program</b>   |     |     |
| Food & Supplies   | X   |     |
| Personnel (Cooks)<br>** APFs are authorized for bases not eligible to participate in USDA food program                              |     | X** |
| <b>Printing and Reproduction</b>  | X   |     |
| <b>Facility Maintenance and Repair</b>  | X   |     |
| <b>Refuse Collection and Disposal Services</b>  | X   |     |
| <b>Part-day Camp Program</b>  |     | X   |
| <b>Contract Full-Day Summer Camp</b>  |     |     |
| Coordinator   | X   |     |
| School Age Program Assistants   |     | X   |
| Equipment   | X   |     |
| Administrative Supplies   | X   |     |
| Transportation for Contract Personnel to Installation   | X   |     |
| Other Expenses  |     | X   |
| <b>Common Support</b>   |     |     |
| Audit Support   | X   |     |
| Information Processing  | X   |     |
| Financial Management  | X   |     |
| Grounds Maintenance   | X   |     |
| Legal Services  | X   |     |

| EXPENSE ELEMENTS                         | APF | NAF |
|--|-----|-----|
| Contracting                              | X   |     |
| Inspection and Safety                    | X   |     |
| Fire Protection                          | X   |     |
| Security Forces                          | X   |     |
| Pest Control                             | X   |     |
| Medical and Veterinary                   | X   |     |
| Snow Removal                             | X   |     |
| OSI                                      | X   |     |
| Civilian Personnel Office                | X   |     |
| Architectural and Engineering (In-house) | X   |     |



## Chapter 6

### AIR FORCE LODGING FUND SOURCE

**6.1. Scope .** The guidance in this Chapter applies to lodging facilities for permanent change of station (PCS) and temporary duty (TDY) travel. The Air Force classifies these activities as services and reports APF support separately from Air Force Services.

6.1.1. The Air Force classifies recreational lodging facilities such as cabins at off-base recreation sites as Air Force Services Category C revenue-generating activities.

**6.2. Managing Lodging Funds .** Lodging funds are supplemental mission support NAFIs that generate NAF revenues from service charges paid by authorized personnel residing in lodging facilities, and from sundry sales, interest income, concessions and other income.

6.2.1. Service charges must be established at a level sufficient to pay the costs of operations where NAF is the fund source in **Figure 6.1**.

6.2.2. Lodging NAFs cannot be used to fund APF requirements and must be managed and accounted for separately from the installation's single MWR fund.

6.2.3. Transfers between lodging funds and other NAFIs are not authorized except for loans from the Air Force Central Funds.

**6.3. Using a Single Fund Source .** To prevent budgeting the same expense from APFs and NAFs, use the single fund source identified in **Figure 6.1** for operation, maintenance, repair, construction, furniture, fixture and equipment expenditures.

6.3.1. When the fund source is APF, NAFs are not authorized and vice versa.

6.3.2. Send requests to waive the single fund source requirement to SAF/FMCEB through the MAJCOM, HQ AFSVA, and AF/ILV.

**6.4. Managing Lodging Service Charges .** Commands must not have service charges set at rates which lead to cash accumulations above 10 percent of annual costs for those expenses paid by NAFs as identified in **Figure 6.1**. See AFMAN 34-214 for NAF accounting guidance and procedures for the lodging fund, and AFI 34-201 for authorized uses of NAFs.

6.4.1. If cash accumulations of NAF funds exceed the 10 percent level at the end of a fiscal year, the lodging service charge for the succeeding fiscal year must be reduced to a level sufficient to lower the accumulation below 10 percent.

6.4.2. The 10 percent available cash limit applies to the MAJCOM as a whole and not to individual bases.

6.4.2.1. Available cash cannot exceed 10 percent of the annual operating budget and one year's capital requirements.

6.4.2.2. Under the Command Lodging Fund (CLF) concept, cash above immediate operational needs at bases is withdrawn to fund high dollar capital expenditures and bulk supply items. All remaining resources at base level are applied to fund annual operating and capital requirements.

**6.5. Developing APF and NAF Budgets** . Lodging managers develop the APF and NAF budgets concurrently with the APF financial plan for the budget execution year.

6.5.1. The installation commander submits both budgets to the MAJCOM for review, approval, and development of proposed MAJCOM lodging rates.

6.5.2. Each MAJCOM must consolidate the base lodging budgets and evaluate both the current and projected command cash positions before decisions can be made on rates. Also, if there are items that cannot be funded from APF (lack of funds or other reasons), the MAJCOM/FM in coordination with the MAJCOM/SV may request waivers to the funding matrix from SAF/FMCEB. See waiver request instructions in paragraph 6.7.

**6.6. Approval of MAJCOM Lodging Rates.** Each MAJCOM SV submits a Command Lodging Funds rate computation package annually to SAF/FMC through the AFSVA and AF/ILV.

6.6.1. SAF/FMC, in coordination with AF/ILV and SAF/FMB, annually reviews the rate computation packages, and approves or revises them as appropriate.

**6.7. Waivers to Lodging Fund Source Guidance** . There may be some expenses paid from APF or NAF where the fund source identified in [Figure 6.1](#) is not practical or possible due to insufficient funds or other conditions. Send waiver requests for specific cases to SAF/FMCEB through the MAJCOM, HQ AFSVA and AF/ILV.

**6.7.1. Types of Waivers to be Considered :**

6.7.1.1. **Insufficient APF** . If the MAJCOM cannot fund shortfalls, its Comptroller may request a waiver. For a waiver based on insufficient APFs, MAJCOMs must:

6.7.1.1.1. Identify item(s) to be funded from NAF.

6.7.1.1.2. State whether the waiver request applies to a single or multiple bases or the entire MAJCOM. Under the CLF concept, items to be funded from NAF as a result of the waiver should apply to all bases within the MAJCOM unless there are unusual circumstances that would preclude it. Include a certification that APFs are unavailable.

6.7.1.2. **Contractor Operated Lodging Operations, or Other Contracts** . Applies to NAF or APF contracts that cannot be converted to the appropriate fund source. The waiver will be valid for the life of the contract. The waiver requests must include the purpose of the contract and the contract expiration date.

6.7.1.3. **Manpower Position Conversions (APF to NAF and Vice Versa)** . For these waivers, MAJCOMs indicate if manpower positions are included in the "Objective Wing" requirements as funded or unfunded and include a brief description of the position, salary rate and estimated date the position will be converted.

6.7.1.4. **Waiver to Use APF in lieu of NAF** . For these waivers MAJCOMs include reasons why the proper funds (NAF) cannot be used and sufficient information to evaluate the impact on operations and service charge rates.

6.7.1.5. **Other Reasons** : For waivers for other reasons than those in paragraphs [6.7.1.1](#) through [6.7.1.4](#), the request with justification goes to the MAJCOM, HQ AFSVA, and AF/ILV for staffing

and can be disapproved at any of those levels. If not disapproved, the request is forwarded to SAF/FMC for approval/disapproval.

**6.8. Processing Waivers.** Each waiver request will describe the potential impact on lodging operations and service charge rates.

6.8.1. Each request with justification goes to the MAJCOM, HQ AFSVA, and AF/ILV for staffing and can be disapproved at any of those levels. If not disapproved, the request is forwarded to SAF/FMC for approval/disapproval. If forwarded to SAF/FMC, each request will be coordinated with other appropriate HQ USAF staff offices and will be approved or disapproved by SAF/FMC.

6.8.2. SAF/FMC granted waivers cover the fiscal year. **EXCEPTION:** Waivers may cover other time periods as SAF/FMC determines and states in the approval memorandum.

6.8.3. In some cases, SAF/FMC may revise Air Force guidance when it is evident that an element of the funding guidance cannot be implemented.

6.8.4. After SAF/FMC approves or disapproves the waiver request, the MAJCOM revises the APF and NAF budgets and service charge rates accordingly.

6.8.5. MAJCOMs allow 30 days for review and staffing of waiver requests.

Figure 6.1. LODGING APPLICATION OF FUNDS.

## CONSTRUCTION

| <b><u>DESCRIPTION</u></b>  | <b><u>APF</u></b> | <b><u>NAF</u></b> |
|--|-------------------|-------------------|
| <b>VQ, VAQ, VOQ, and DV</b>  |                   |                   |
| Erection or installation of new building or systems, additions, conversions. As part of a construction project, this may include purchase of furnishings, carpeting, wall coverings, drapes, bedspreads, light fixtures, appliances, and required items listed in AFI 34-246, <i>AF Lodging Program</i> , Attachment 3, AF Lodging Standards, for a complete and usable facility. See AFIs 32-1021 and 32-1032 for details on classification of work and use of MILCON and EEIC 529. | X                 |                   |
| <b>TLF</b>   |                   |                   |
| Erection or installation of new buildings or systems, additions, and conversions. As part of a construction project, this may include purchase of furnishings, carpeting, wall coverings, drapes, bedspreads, light fixtures, appliances, and required items listed in AFI 34-246, <i>AF Lodging Program</i> , Attachment 3, AF Lodging Standards, for a complete and usable facility. See AFIs 32-1021 and 32-1022 for more detailed information.                                   |                   | X                 |

## MAINTENANCE AND REPAIR (VQ,VAQ, VOQ, DV, &amp; TLF)

| <b><u>DESCRIPTION</u></b>  | <b><u>APF</u></b> | <b><u>NAF</u></b> |
|--|-------------------|-------------------|
| <b>Interior Furnishings</b><br>Maintenance, Repair, Refurbishment, and Repair by Replacement of Furnishings, Carpeting, Wall Coverings, Light Fixtures, Drapes, and Bedspreads (not related to construction or repair work). Bedspreads are considered a furnishing  |                   | X                 |
| <b>Facility Maintenance.</b> Refers to the day-to-day work required to preserve real property facilities and prevent premature failure or wearing out of system components (electrical, mechanical, heating and air conditioning, plumbing, roofing, foundations, doors, windows, and so on). <b>Excludes</b> replacement of furnishings, carpeting, wall coverings, drapes/bedspreads, light fixtures, appliances, and so on. See AFIs 32-1021, 32-1022 and 32-1032 for more detailed information. (EEIC 521) | X                 |                   |
| <b>Facility Repair and Upgrade.</b> Includes replacement of furnishings, carpeting, wall coverings, drapes/bedspreads, light fixtures, appliances, etc., for a complete and usable facility. The <b>intent</b> of including these items is to allow them to be funded from APFs for major repair projects or turnkey projects. Normally the majority of costs would be facility repair work. See AFIs 32-1021, 32-1022 and 32-1032 for more detailed information. (EEIC 522)                                   | X                 |                   |

**OPERATIONS (VQ,VAQ, VOQ, DV & TLF)**

| <b><u>DESCRIPTION</u></b>   | <b><u>APF</u></b> | <b><u>NAF</u></b> |
|---|-------------------|-------------------|
| <b><i>Support Functions</i></b>   |                   |                   |
| Facility Rental Payments under Leases, Permits, Licenses, etc.  | X                 |                   |
| Contract Housekeeping and/or Maintenance of Facilities (existing contractor-operated facilities)  | X                 |                   |
| Utilities   | X                 |                   |
| Refuse Collection and Disposal Service  | X                 |                   |
| Grounds Maintenance (NAF pays for those areas not maintained by the Civil Engineer either directly or by CE contract)   | X                 |                   |
| Common Support (fire, police, snow removal, pest control, etc.)   | X                 |                   |
| Accounting Services provided to Lodging   |                   | X                 |
| Human Resource Office (HRO) Services  |                   | X                 |
| <b><i>Equipment and Supply Items</i></b>  |                   |                   |
| Lodging Marquee and Directional Signs to Facilities   | X                 |                   |
| Guest-Related Supplies. Includes directional hallway signs, room numbers, informational labels and service signs (i.e. "Conference Room"), information binders and stands, or any item which provides for the guest convenience | X                 |                   |
| Room amenities (complimentary toiletries and resale snacks)   |                   | X                 |
| Equipment or Supplies for Resale and Sundry Operations to include vending and amusement machines  |                   | X                 |
| Cleaning Supplies and Cleaning Equipment  | X                 |                   |
| Security and Surveillance Equipment   | X                 |                   |
| Lobby Coffee Machines   |                   | X                 |

**OPERATIONS**

| <b><u>DESCRIPTION</u></b>  | <b><u>APF</u></b> | <b><u>NAF</u></b> |
|--|-------------------|-------------------|
| Business Center Equipment, furnishings, or supplies                      |                   | X                 |
| Staff communication equipment and supplies (pagers, cell phones, etc.)   |                   | X                 |
| Time Management System (equipment, software, and maintenance)            |                   | X                 |
| Computer (ADP) equipment and supplies                                    | X                 |                   |
| Credit Card Verification Equipment and Service Charges                   |                   | X                 |
| Electronic Key/Lock Systems  | X                 |                   |
| Other Equipment and Supplies (Housekeeping carts, vacuum cleaners, etc.) | X                 |                   |
| <b><i>Cable and Satellite TV</i></b>                                     |                   |                   |
| Cable TV (Service and Installation) to include one Premium Channel       | X                 |                   |
| Satellite TV (Service and Installation)                                  | X                 |                   |

|  |   |   |
|--|---|---|
| <b>Telephones</b>  |   |   |
| New or Replacement Systems (not part of VQ, VAQ, & DV new construction)  |   | X |
| Monthly Service Charges/Line Rentals and Maintenance (Exception: APFs are not authorized for telephone systems for reimbursable use by Lodging patrons.)   | X |   |
| <b>Toll Calls</b>  |   |   |
| Administrative   | X |   |
| Lodging Guests (see Note 1)  |   | X |
| <b>Services</b>  |   |   |
| Computer File Servers (including all network hardware and connection equipment), Peripherals (including components such as PC's, printers, scanners, copiers, etc.), and Maintenance and Support | X |   |
| High-speed internet connections for business suites  | X |   |
| Contracted Carpet Cleaning/Shampoo   |   | X |
| <b>Purchase, Installation, Maintenance and Repair</b>  |   |   |
| Linen Purchase and Cleaning (includes blankets, sheets, mattress pads, pillows, pillowcases, and towels)   | X |   |
| Purchase, Maintenance, and Repair of Furnishings in administrative and front desk areas.   | X |   |
| Purchase, Maintenance, and Repair of Appliances (washer, dryers, ice machines, refrigerators, and so on)   | X |   |
| Common areas (hallways, lobbies, etc.) furnishings and equipment   |   | X |
| Purchase, Maintenance and Repair of Televisions, Video Cassette Players, combination refrigerator and microwave (microfridge) and Microwaves (see Note 2)  |   | X |
| Vehicles for Housekeeping/Maintenance Requirements (transportation of amenities and limited guest service support; includes fuel)  |   | X |
| Vehicles for Administration and Overhead Authorized on the AS-014 (to include Linen Exchange and fuel)   | X |   |
| <b>Personnel</b>   |   |   |
| ECCS   | X |   |
| Base-Level Lodging (all civilian positions)  |   | X |
| Base-Level Lodging (all military positions)  | X |   |
| <b>TDY and PCS Travel and Shipment of Household Goods</b>  |   |   |
| Military   | X |   |
| NAF Personnel on NAF business  |   | X |
| NAF Personnel when an authorized official/organization directs and the TDY relates directly to business/functions supported by APFs  | X |   |
| NAF Property and Casualty Insurance  |   | X |

***NOTES:***

1. Lodging will reimburse Accounting and Finance for toll calls and be responsible for collecting from guest.
2. The primary fund source for maintenance and repair is NAF. But, APFs may continue to be used at those locations where Civil Engineering (CE) performs this service

## Chapter 7

### FISHER HOUSE FUNDING GUIDANCE

**7.1. Scope** . The guidance in this section applies to Fisher Houses & Fisher Suites (FH&FSs). These houses support the patients and their families who use military treatment facilities (MTF).

7.1.1. The local MTF Commander controls the operation of these houses.

7.1.2. The Services Commander/Director/Division Chief provides accounting, contracting and financial management support.

7.1.3. Although the Air Force classifies these activities as services, do not report APF support as AIR FORCE SERVICES.

7.1.4. The Installation Commander supports FH&FS with a combination of APF and NAF. See [Figure 7.1.](#) for funding guidance on the construction, maintenance, repair, and operation of these facilities.

**7.2. Supplemental Mission Support Funds** . The Air Force Fisher House Fund (AFFHF) is an Air Force Supplemental Mission Support NAFI. Its operations at installation level are carried out through subaccounts of the AFFHF. Installation subaccount NAF revenues come from service charges collected from authorized personnel residing in the houses, sundry sales, interest income, donations, contributions, and other income.

7.2.1. The MTF Commander establishes service charges and fees to pay NAF operating expenses (see [Figure 7.1.](#)). NAFs may be accumulated to maintain stable rates and to provide for capital expenditures such as room refurbishment and amenity upgrades.

**7.3. Single Fund Source** . To prevent budgeting the same expenditure using APFs and NAFs, the local MTF commander must use a single fund source for each element of operation, maintenance, repair, and construction costs. When the fund source is APF, NAFs are not authorized and vice-versa without a waiver to the fund source.

7.3.1. SAF/FMC approves requests for fund source waivers. Installation Services submits requests for exceptions to these funding policies to its MAJCOM for review. The MAJCOM then forwards recommendations for approval to AFSVA, USAF/ILV and SAF/FMCEB, in turn. Each organization level (MAJCOM, AFSVA, and AF/ILV) may disapprove requests without forwarding the request to the next organization level. Only recommendations for approval should be forwarded to the next higher organization level.



Figure 7.1. Fisher/Nightingale House Funding Guidance.

## FISHER HOUSE APPLICATION OF FUNDS

| <b><u>DESCRIPTION</u></b>  | <b><u>APF</u></b> | <b><u>NAF</u></b> |
|--|-------------------|-------------------|
| <b>Construction, Replacement.</b> (See Note 1)   |                   | X                 |
| <b>- Improvement additions or conversions</b>  |                   | X                 |
| <b>Facility Maintenance.</b> Refers to the day-to-day work required to preserve real property facilities and prevent premature failure or wearing out of system components (electrical, mechanical, heating and air conditioning, plumbing, roofing, foundations, doors (includes keylock system), windows, and so on). See AFIs 32-1021 and 32-1022 for more detailed information. (EEIC 521) |                   | X                 |
| <b>Facility Repair.</b> Excludes replacement of furnishings, carpeting, wall coverings, drapes/bedspreads, light fixtures, blinds, appliances, and so on. See AFIs 32-1021 and 32-1022 for more detailed information. (EEIC 522)   |                   | X                 |
| <b>New Facility Furnishings</b>  |                   | X                 |
| <b>Replacement Furnishings, Carpeting, Wall Coverings, Light Fixtures, Drapes and Blinds</b>   |                   | X                 |
| <b>Grounds Maintenance</b>   | X                 |                   |
| <b>Utilities</b>   |                   | X                 |
| <b>Telephone Systems and Service</b>   |                   | X                 |
| <b>Cable TV Service</b>  |                   | X                 |
| <b>Communications--Computer Systems Equipment and Supplies</b>   |                   | X                 |
| <b>Refuse Collection and Disposal Services</b>   | X                 |                   |
| <b>Personnel</b>   |                   |                   |
| ECCS   | X                 |                   |
| House Manager and Other Administrative Staff   |                   | X                 |
| Housekeepers and Janitors  |                   | X                 |
| <b>Supplies, Linens, Small Appliances, Amenities, and Household Items</b>  |                   | X                 |
| <b>Appliances</b>  |                   |                   |
| Purchase   |                   | X                 |
| Repair and Maintenance   |                   | X                 |
| <b>Televisions</b>   |                   |                   |
| Purchase   |                   | X                 |
| Repair and Maintenance   |                   | X                 |
| <b>Accounting Services</b>   |                   | X                 |
| <b>Transportation</b> (motor pool support)   | X                 |                   |

**FISHER HOUSE APPLICATION OF FUNDS**

| <b><u>DESCRIPTION</u></b>  | <b><u>APF</u></b> | <b><u>NAF</u></b> |
|--|-------------------|-------------------|
| Vehicle owned by AFFHF   |                   | X                 |
| <b>Common Support</b> (fire, police, snow removal, and pest control - not all inclusive) | X                 |                   |

**NOTE:**

1. Buildings, including furnishings, appliances, and so on for a complete and usable facility are initially erected with funds provided by the Fisher House Foundation.

## Chapter 8

### OUTDOOR RECREATION PROGRAMS

**8.1. Scope .** Outdoor recreation programs provide a variety of Category A, B and C activities utilizing on-base and off-base facilities. Commanders base APF support (personnel, equipment, facilities, and so on) on the activity, not the facility. See [Figure 8.1.](#) for examples of outdoor recreation activities by Category.

**8.2. Using APFs for Personnel, Supplies, Utilities, and Other Support .** Authorize APF support in accordance with [Attachment 1.](#) **EXCEPTION:** See paragraphs [8.3.](#) and [8.4.](#) for equipment loan and equipment rental, respectively.

**8.3. APFs for Recreation Equipment Loan Operations.** Authorize APFs for recreation equipment loan items such as tents, coolers, sleeping bags, camp stoves, skis, canoes, small fishing boats (16 ft. and below) and other equipment for the outdoor recreation program.

8.3.1. Don't use APF equipment items to generate revenue.

8.3.2. Charge fees to recover only verifiable NAF costs, such as cleaning, servicing, or administering APF equipment items.

**8.4. APFs for Recreation Equipment Rental Operations.** Rental equipment must be purchased with NAFs. Rental equipment may include such items as lawn mowers, rototillers, chain saws, boats, and trailers for overnight lodging.

**8.5. Privately Owned Equipment .** APFs may not be used for storage or other support for privately owned recreation equipment (for examples, boats, ski mobiles, travel trailers, recreation vehicles, and so on).

**8.6. Recreational Swimming Pools .** Classify all Air Force Services swimming pools as Category B, recreational swimming pools. Authorize APFs for utilities, maintenance and repair, supplies, equipment and lifeguards. Hire APF lifeguards as overhires or temporaries since HQ USAF will not provide end-strength or dollars for these positions; if APFs are not available and circumstances warrant, a waiver to use NAFs may be requested in accordance with AFI 34-201.

8.6.1. When a pool is linked to a revenue-generating activity such as a club, and its use is strictly limited to the members of the activity, do not use APFs.

8.6.2. You may use APFs for pools collocated with clubs but open to non-members. You must account for and report recreational swimming pool revenues and expenses as a Category B activity and not commingle them with the revenue-generating activity operations.

**8.7. On-Base Outdoor Recreation Programs .** You must classify on-base programs as Categories A, B or C, and use APFs accordingly.

**8.8. Off-Base Outdoor Recreation Programs** . Use APFs for off-base recreation sites according to the nature of the activity and whether or not the primary purpose of the recreation site is for overnight lodging or operating other revenue-generating activities.

8.8.1. Classify recreation sites that primarily provide overnight lodging or other revenue-generating activities in their entirety as Category C; use NAFs.

**Figure 8.1. Outdoor Recreation Programs.**

**CATEGORY A**

Children's playgrounds and outdoor games facilities such as:

- Tennis
- Shuffleboard
- Volleyball
- Badminton
- Basketball courts
- Softball fields
- Horseshoe pits

Park facilities such as:

- Fitness trails
- Game fields
- Pavilions
- Playgrounds
- Nature centers, nature trails and interpretive display

Picnic facilities with areas for family use and unit activities.

**CATEGORY B**

Archery ranges (indoor and outdoor)

Beach facilities on ocean, river and lake fronts including bathhouses and lifeguard facilities

Recreation swimming pools

Campgrounds for tents and small trailers such as "pop-top campers"

Participation in other outdoor recreation activities

Equipment Loan Center

Garden plots

Hunting and fishing areas, hunt control stations and game farms

Marinas and boat docks for community recreation and without private berthing activities

Off-road vehicle areas and trails

Outdoor recreation operations centers with:

- Classrooms
- Demonstration areas
- Offices
- Administrative space

Outdoor recreation programming (includes classes (instructional and group directed) and introductory activities as well as organized events), such as:

- Archery tournaments
- Bicycling
- Canoeing
- Camping jamborees
- Other outdoor and nature-dependent activities
- Trails
- Biking
- Bicycling
- Cross country skiing

Water-based recreation areas (includes swimming and fishing)

Youth day camps and resident camp facilities (for lodging, dining, and indoor recreation) such as:

- Tents
- Dormitories

### **CATEGORY C**

Off-base recreation sites that primarily provide overnight lodging or operate other revenue-generating activities

Cabins, cottages, cabanas, houses, other housing and mobile homes and travel trailers in-place

Campgrounds/travel camps for RVs and travel trailers

Charter boat operations

- Fishing
- Sightseeing

Flying activities

Go-cart tracks, drag strips, motorcycle tracks, and other motor sports facilities

Marinas/boating facilities for private berthing

- Boat Rentals
- Food and beverages
- Other associated resale activities

Parachute and sky diving activities (instruction and participation as recreational activity, does not include Golden Knights or other official parachuting teams and activities)

Resale activities

Riding stables

- Community recreation riding programs

- Boarding private mounts

Rod and gun club activities

Roller skating and ice skating rinks

Skeet and trap ranges and shooting sports centers (indoor and outdoor rifle and pistol ranges)

Ski slopes, lifts and resale and rental activities

Snack bars (free standing and operated in other facilities)

Equipment rental activities

Miniature Golf

Other resale activities

## Chapter 9

### CONTRACTING FOR PHYSICAL FITNESS SERVICES

**9.1. Objective and Scope** . Service members must possess the stamina and strength to complete missions successfully. The DoD uses APFs to provide the necessary physical fitness training areas and facilities. When these military training areas and facilities are not available to individual Service members due to their particular assignment, you may use APFs to procure alternate means of physical fitness training.

**9.2. Commercial Fitness Services** . Where military facilities are not available, you may use APFs for contracting with community recreation centers, Young Men's Christian Associations, Young Women's Christian Associations, city, county, state, or private fitness facilities for organizational memberships for fitness by military personnel and authorized civilian personnel.

9.2.1. You may use APFs to contract for gymnasiums, running tracks, athletic fields, shower and locker facilities, recreation centers, and community centers, including swimming pools that are an integral part of these physical fitness facilities.

9.2.1.1. Don't use APFs or NAFs to fund individual memberships for the use of swimming facilities not included as part of a gymnasium, recreation center, or community center, health spas, golf courses, bowling centers, sporting clubs, tennis courts, and racquet clubs.

9.2.2. Civilian employees and family members of active duty and Reserve component personnel may use these facilities for physical fitness, if their use does not increase the cost or compromise access by active duty military.

**9.3. Approval Procedures** . Because of the sensitive nature of contracting for memberships to physical fitness centers, HQ USAF must approve each contract on a case-by-case basis.

9.3.1. The base submits a request to its MAJCOM, HQ AFSVA, AF/ILV, and SAF/FMC in turn. The request must address the following issues: why DoD physical fitness facilities are unavailable or inadequate; the local circumstances and commuting distance to the nearest military installation that has a physical fitness facility; that adequate fitness facilities are not available without cost to military personnel in the civilian community where they are assigned; approximately how many military service members would participate in a contracted physical fitness facility that would result in a cost effective contract; whether it is more cost-effective to build or lease facilities; that APFs are available to support the requirement; and that the commander certifies that contracting for commercial fitness service is in the best interest of the Government.

**9.4. Annual Review** . Each MAJCOM/SV conducts an annual review of physical fitness contracts. The review includes a description of past and future usage of the facilities and a justification for continuing with the arrangement.

## Chapter 10

### MISCELLANEOUS GUIDANCE

**10.1. Classifying Purchases from the Defense Working Capital Fund (DWCF).** Classify services purchased from DWCF as direct or indirect support based on the type of service provided.

10.1.1. Classify common services as indirect support. Do not report these activities.

**10.2. USAF Museum Programs .** Do not classify Air Force museums as Air Force Services activities.

10.2.1. Comply with AFI 65-601, Volume I, when using APFs to support museum programs.

**10.3. Recreation Information, Tickets and Tours (ITT) Services.** ITT Services (NAF Cost Centers, Ticket and Tour Operations) are Category B activities that provide the Air Force community information and access to a diverse range of leisure activities available on and off the installation. It complements, but does not include commercial services available through the unofficial commercial travel office. Typical services include information brochures and advice concerning local and regional sites or attractions and local or regional group tours; tickets to local movie theaters, concerts, plays, sports events and museums; admission to regional or national theme parks; and central registration and advance sales for most Air Force Services facilities, services and programs on the installation.

**10.4. Providing Unofficial Commercial Travel .** Unofficial Commercial Travel Services is a Category C activity that provides economical commercial leisure travel services for all members of the Air Force community. These services are either contracted or provided in-house. Services operated directly or indirectly may only be provided from either transportation-management offices, or from AIR FORCE SERVICES facilities dedicated exclusively to leisure travel products and services: e.g., air, rail and bus tickets, packaged tours, group tours, cruises and travel insurance. Also, they may include remote or automated services to satisfy requirements of installations that lack sufficient volume to justify a manned office.

**10.5. Private Animal Care .**

10.5.1. Classify private animal care (usually collocated with the veterinary clinic) as Category C Air Force Services activities.

10.5.2. The Base Civil Engineer assigns a non-Air Force Services facility code since the veterinary clinic is not part of the Air Force Services program.

10.5.3. Report veterinary clinic costs applicable to private animal care as Air Force Services support.

10.5.4. Use APFs for veterinary clinic costs not related to private animal care such as janitorial services (not related to private animal care) and medical supplies used to treat Government animals.

10.5.5. Do not use APFs for veterinary clinic costs related to private animal care such as clerical and small animal care assistants, medical supplies and equipment, and janitorial costs.

**10.6. Auditorium/Theater Multipurpose Community Facilities.**

10.6.1. Classify Services auditorium and theater multipurpose facilities as Category B activities.



10.6.2. When AAFES uses these facilities to exhibit motion pictures at an admission price, Engineering must prorate utility costs based on use and bill AAFES.

10.6.3. AAFES pays utility and other costs for facilities they operate solely as motion picture (paid admission) revenue producers (Category C, revenue-generating).

**10.7. Private Organizations** . See AFI 34-223, Private Organization (PO) Program, for policy on establishing private organizations to operate on Air Force installations.

10.7.1. Commanders must not provide APF support unless specifically authorized by separate instruction. Private organizations are not NAFIs or instrumentalities of the government.

**10.8. Private Property** . Commanders shall not authorize APFs for support of private property (such as boats, aircraft, recreation vehicles, or horses).

10.8.1. Personnel receiving support for private property such as boat or RV storage and grazing of animals must reimburse the Air Force for costs of services provided, including use of real property.

**10.9. Official Functions Held in Category C Facilities** . Organizations must use APF contracts to obtain services from Category C activities for official functions. Use of Blanket Purchase Agreements (BPAs) or Government Purchase Card (also referred to as "IMPAC") is recommended.

10.9.1. Bases must justify sole source contracts for services provided by Category C activities.

10.9.2. Because of the authorized level of appropriated support for Category C activities at designated remote and isolated locations, they may not be reimbursed with APFs for official functions.

10.9.3. Overseas Category C activities other than at designated remote and isolated locations may charge for official functions, excluding utilities.

10.9.4. Air Force Services managers develop standard fees for each room under various circumstances so that personnel can quote fees when booking an official function.

10.9.5. For official functions authorized to use APFs, Air Force Services managers limit service charges to NAF costs for setup/cleanup (hourly salary, including benefits, multiplied by time used); utilities (prorated based on square footage used); and cleaning of linens.

10.9.5.1. The amount charged APFs for utilities when Category C facilities are used for official functions must not exceed what the facility pays for the utilities used. Follow this example: the utility component of the standard fee for an official function held in a 1,000 square foot meeting room in a club with 10,000 square feet total, where the monthly utility charge is \$10,000, would be computed as follows: Divide \$10,000 by the total hours of operation in a month (in this example the club is open 320 hours monthly), then multiply by the percentage of club space occupied by the official function (1,000 square feet/ 10,000 square feet). In this case the hourly rate would be \$3.13 (\$10,000/320 X 10%). Multiply the hourly rate by the number of hours the function was held.

10.9.6. Air Force Services managers don't include fixed costs, that is, facility depreciation, equipment, NAF accounting costs, overhead, and so on, in service charges reimbursed with APFs since these costs are fixed and should not vary because of hosting an official function.

10.9.7. Do not use APFs to pay the costs of hosting vendor demonstrations of products such as computers and software.

**10.10. Communications and Cable Television Support for Services.** Communications support, including equipment, installation, commercial Internet provider, maintenance and repair, and service charges will be provided as follows:

10.10.1. **Air Force Services Activities (Except Lodging and Category C activities).** Authorize full communication support (that is, class of phone, number of lines, DSN access, Internet, etc.) as validated and approved by the local communications board.

10.10.2. **Lodging Activities.** Authorize full communication support for lodging administrative functions; maintenance and repair of existing government owned systems; monthly service charges and line rentals except for contracted systems; toll calls for administration; DSN and internet access; cable TV service to include one premium channel; and high-speed Internet connections for business suites because they are considered alternate work sites.

10.10.2.1. Use NAFs to pay for new or replacement systems, toll calls by lodging guests, and credit card verification telephone lines.

10.10.3. **Air Force Services Category C Activities And Business Operations Flight.** Authorize APFs to pay for one line per facility with DSN access for ECCS as validated and approved by the installation commander. You may authorize one additional line or connection to the base network backbone or squadron local area networks for ECCS purposes. Use NAFs for telephone lines for credit card verification. These activities include AAFES and remote and isolated locations.

10.10.3.1. Authorize use of multiple extension lines as necessary. Don't use APFs for the cost of equipment, installation and maintenance and repair of multiple extension lines.

10.10.3.2. The installation commander may authorize additional phone lines when commanders use these activities to conduct official meetings or to serve as mission readiness facilities, for example, disaster control operations or for security and safety. Limit the use of these phones to official functions.

10.10.4. **Resource Management Flight.** Authorize full communications for ECCS, management of APF resources and logistics functions relating to APF equipment and supplies.

10.10.4.1. Use NAFs to pay for NAF accounting, NAF contracting and procurement, and logistics functions relating to NAF equipment and supplies.

10.10.5. **Human Resource Office (HRO), Training, and Marketing Activities.** Authorize full communications support for ECCS, Air Force Services readiness and training, marketing and publicity support for Categories A and B activities and Air Force Services-wide programs/events.

10.10.5.1. Use NAFs to pay for day to day personnel administration of NAF employees and marketing and publicity support for Category C activities.

10.10.6. **Variances Caused by Physical Layout of Facilities.** The actual number of lines may vary depending on the physical layout of the facilities at each base for the Resource Management and the Combat Support Flights. However, non-reimbursable communication lines (APF) must be proportionate to the functions authorized APF support.

**10.10.7. Reimbursable Communication Support.** The communications squadron may provide telephone services not authorized APF support on a reimbursable basis.

10.10.7.1. Classify telephone services not authorized APFs as Class B-2, unofficial telephone service. Use NAFs to reimburse in accordance with AFI 33-111.

10.10.7.2. Reimbursable rates for overseas locations are published annually by the DoD Comptrollers office and disseminated by the Defense Finance and Accounting Service (DFAS).

**10.10.8. Support for Communication Lines for Credit Card Verification.** APFs are not authorized for communication support (telephone lines, cables, supporting equipment, etc.) used primarily for credit card verification by Category A, B and C activities. This does not preclude NAF reimbursing for communication lines where they are more economical or are otherwise warranted.

**10.11. Purchasing Air Force Services Peculiar Items.** All Air Force Services peculiar items, such as athletic shoes, clothing, supplies, and equipment, can be purchased by individual organizations. Organizational purchases require prior approval from the Services and the Group Commander. Organizational intramural sports uniforms may not be personalized with individual names and should be returned to the unit following the season or when the member PCS's.

**10.12. Intramural Bowling and Golf.** Authorize APFs for trophies and administrative expenses associated with intramural bowling and golf at the same level as other intramural sports. Do not use APFs to pay for equipment use or rental fees and bowling center or golf course fees and charges.

**10.13. Evacuation Expenses in Contingency and Emergency Situations.** When the installation commander orders evacuation, APF funding is authorized for evacuation costs of NAF employees to include Air Force Services and AAFES at the same level of funding for APF employees.

**10.14. Personnel Security Clearance Investigations.** APFs are authorized to fund the charge assessed for performing investigative services for all DoD personnel to include all NAF personnel.

## Chapter 11

### REPORTING REQUIREMENTS

#### 11.1. General Guidance. Requirements for reporting Appropriated Fund Support:

11.1.1. **Direct APF Support.** Direct costs are listed in [Figure 1.1](#). Base-level APF support is reported using the MicroBAS/WinBAS program. AFSVA receives the Air Force APF support to Air Force Services directly from DFAS-Denver. Direct APF support is reported through the installation financial management accounting system. **EXCEPTION:** Don't report APF support provided to Air Force Services activities and NAFIs that are reimbursed from NAFs.

11.1.2. **Direct Common Support Services .** Report authorized APF support for management, ECCS, procurement and Air Force Services logistics as direct costs.

11.1.3. **Indirect APF Support.** SAF/FMCEB reports indirect costs listed in [Figure 1.2](#).

**11.2. Long Term Leased Facilities .** When the Base Civil Engineer obtains facilities through construction and lease back programs such as Section 801, Military Family Housing (MFH), and Section 2809, Long-Term Contracting Program, they must report to the base accounting and finance office a prorated share of the facility lease payments and associated O&M costs, attributed to Air Force Services facilities like community centers (CC) and child development centers (CDC).

11.2.1. Base the annual amount that you report as APF support for Section 801 housing on a percentage of the annual housing project lease cost.

11.2.2. Use the estimated construction costs that you developed for project lease ceiling calculations to prorate the annual lease costs.

11.2.3. Report a proportional amount from the separate O&M as APF support.

11.2.4. In determining the annual amount to report as APF support for a Section 2809 CDC or CC, ensure that the Request For Proposal (RFP) separately identified the portion of the contract cost associated with the facility construction and O&M.

11.2.5. Identify costs for Sections 801 and 2809 leases for CDC and CC in the annual Air Force Services budget that you submit to HQ AFSVA and AF/ILV.

MICHAEL MONTELONGO  
Assistant Secretary of the Air Force  
Financial Management and Comptroller

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Directive 1348.19, Award of Trophies and Similar Devices in Recognition of Accomplishments, issued May 12, 1989,

DoD Instruction 1015.10, *Programs for Military Morale, Welfare and Recreation (MWR)*, issued November 3, 1995.

DoD Instruction 1015.12, *Lodging Program Resource Management*, issued October 30, 1996.

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AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*

AFI 32-1053, *Pest Management*

AFI 32-1061, *Providing Utilities to US Air Force Installations*

AFI 32-7061, *The Environmental Impact Analysis Process*

AFI 33-111, *Telephone Systems Management*

AFI 34-201, *Use of Nonappropriated Funds (NAFs)*

AFI 34-248, *Child Development Centers*

AFI 34-252, *Laundry, Dry Cleaning, and Linen Exchange*

AFI 36-801, *Uniforms for Civilian Employees*

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OASD (FM&P) March 6, 1991, Memorandum, Use of Appropriated Funds (APFs) to Contract for Physical Fitness and Recreational Facilities.

ASD (FM&P) May 10, 1991, Memorandum, Sewage Disposal Charges for Category C Revenue Generating Activities

OASD (FM&P) March 13, 1992, Memorandum, Fisher House Funding.

OASD (FM&P) April 15, 1992, Memorandum, Nonappropriated Fund Billeting Funds.

Deputy Secretary of Defense 13 October 2000 Memorandum, Department of Defense Transportation Incentive Program.

### ***Abbreviations and Acronyms***

**AAFES**—Army and Air Force Exchange Service

**ACC**—Air Combat Command

**AFFHF**—Air Force Fisher House Fund

**AF/ILV**—Headquarters, United States Air Force Services

**AFSPC**—Air Force Space Command

**AFSVA**—Air Force Services Agency

**AFO**—Accounting and Finance Office

**AMC**—Air Mobility Command

**AFMC**—Air Force Materiel Command

**ANG**—Air National Guard

**APF**—Appropriated Funds

**AS**—Allowance Standard

**ASD**—Assistant Secretary of Defense

**AETC**—Air Education and Training Command

**BCE**—Base Civil Engineer

**CC**—Community Center

**CCTV**—Closed Circuit Television

**CDC**—Child Care Development Center

**CLF**—Command Lodging Fund  
**CONUS**—Continental United States  
**DoD**—Department of Defense  
**DWCF**—Defense Working Capital Fund  
**ECCS**—Executive Control and Command Supervision  
**ESP**—Emergency/Special Project  
**FH&FS**—Fisher Houses and Fisher Suites  
**FM&P**—Force Management and Personnel  
**FY**—Fiscal Year  
**G&A**—General and Administrative  
**HRO**—Human Resource Office  
**ITT**—Information, Ticket and Tour  
**JCS**—Joint Chiefs of Staff  
**MAJCOM**—Major Command  
**MTF**—Military Treatment Facilities  
**MWR**—Morale, Welfare and Recreation  
**NAF**—Nonappropriated Funds  
**NAFI**—Nonappropriated Fund Instrumentality  
**OCONUS**—Outside Continental United States  
**O&M**—Operation and Maintenance  
**PACAF**—Pacific Air Forces  
**PCS**—Permanent Change of Station  
**RC/CC**—Responsibility Center/Cost Center  
**RFP**—Request for Proposal  
**POL**—Petroleum, Oil and Lubricants  
**POV**—Privately Owned Vehicle  
**R&I**—Remote and Isolated Locations  
**RMF**—Resource Management Flight  
**SAF/FMB**—Deputy Assistant Secretary of the Air Force (Budget)  
**SAF/FMC**—Deputy Assistant Secretary for Cost and Economics  
**SAF/FMCEB**—Deputy Assistant Secretary of the Air Force, Business Management Division  
**SV**—Services

**TDY**—Temporary Duty

**UMD**—Unit Manpower Document

**USAFE**—U. S. Air Forces in Europe

### *Terms*

**Civilian Personnel (Benefits)**—Benefits include the following items: employer contribution for group life insurance, health insurance, social security tax; retirement fund contribution, state retirement for ANG, health benefits for ANG; all allowances such as, quarters allowance, non-foreign allowance, supplemental post allowance, separate maintenance allowance and temporary lodging allowance; and relocation and other expenses related to PCS. Exceptions include the following items: transportation, per diem, and storage of household goods, which excludes severance payments to former employees.

**Civilian Personnel (Salaries & Wages)**—Salaries and wages include the following items: base, holiday, Sunday, hazardous duty, premium, and merit pay; bonuses; night work and overseas differentials; cash performance, meritorious executive, and distinguished executive awards; jury refunds; and benefits for former personnel (for example, severance pay and unemployment compensation). Billings to NAFs are determined using actual hours worked multiplied by the standard rate or shop rate.

**Equipment Expensed**—Equipment expensed applies to personal property (furniture, equipment, computer software, and so on) of a durable nature with a service life less than two years and costing less than \$100,000. These items include the initial installation costs of equipment by contractors; furniture and fixtures; publications for permanent collections; tools and machinery; communications and computer systems and telecommunications equipment, instruments and apparatus; and transportation of equipment. It excludes real property installed equipment.

**Executive Control and Command Supervision (ECCS)**—Those managerial functions located above the direct program operational level of individual Air Force Services programs at a base, major command or headquarters, Air Force, that supports planning, organizing, directing, coordinating and controlling the overall operations of Air Force Services programs but is not necessarily identified or included on manning or staffing guides or personnel documents for support of Air Force Services. It consists of program, fiscal, logistics and other management functions that are separate from the daily working level activities and tasks of Air Force Services programs.

**General and Administrative (G&A) Expenses**—G&A expenses are overhead costs that cannot be reasonably associated with any particular outputs and are located over all of the outputs. G&A costs generally include functions such as local comptroller, installation security, facilities engineering, legal services, fire protection, utilities, custodial services, refuse collection, snow removal, and similar types of base support functions.

**Investment Equipment**—Applies to personal property (furniture, equipment, computer software, etc.) of a durable nature with a service life of more than two years and costing more than \$100,000. It includes the initial installation costs of equipment by contractors; furniture and fixtures; publications for permanent collections; tools and machinery; communications and computer systems and telecommunications equipment, instruments and apparatus; and transportation of equipment. It excludes real property installed equipment.

**Maintenance and Repair of Equipment**—Includes the cost to maintain, repair, overhaul, or rework equipment.



**Military Personnel Costs**—Costs are computed using annual composite rates which include pay and allowances of officers, enlisted personnel, cadets, subsistence of enlisted personnel, PCS (including shipment and storage of household goods), other costs for apprehension of members who are absent without leave, interest on uniformed services savings deposits, death gratuities, Servicemen's Group Life Insurance, and unemployment compensation and survivor benefits.

**Nonappropriated Funds (NAFs)**—Funds that are not appropriated by the Congress and that are separate and apart from funds recorded in the books of the Treasury. Within the DoD, NAFs come primarily from the sale of goods and services to military and civilian personnel and their family members, and are used to support Air Force Services, billeting, and certain religious and educational programs.

**Nonappropriated Fund Instrumentality (NAFI)**—An integral DoD organization and fiscal entity that performs a governmental function and enjoys the legal status of an instrumentality of the United States. NAFIs act in their own name to provide or assist other DoD organizations in providing Air Force Services programs for military personnel and authorized civilians.

**Supplies**—Includes the cost of supplies and materials for direct consumption such as repair parts, technical supplies consumed in the operation and maintenance of equipment, subscriptions, pamphlets and other documents, chemicals, surgical, medical, cleaning, and office supplies, communications and computer systems supplies and materials, and fuels except aircraft and ship POL.

**Transportation of Things**—Charges for the transportation and related care of things, including animals and household goods for civilian employees in PCS status. It includes the following items: freight and express charges by military, common and contract carriers, demurrage, switching, crating, refrigeration, and other incidental expenses, drayage and other local transportation cartage and handling, charges incidental to local mail transportation, unaccompanied baggage, parcel post, truck rental and moving of household effects or house trailers or POV movement including reimbursement to employees for transportation of household effects or house trailer, materiel that Air Force depots ship and receive from other agencies, shipment of repairable and excess Air Force property, and shipment of remains of deceased personnel. It excludes transportation costs that vendors pay even when itemized on invoices.

**Utilities**—Includes the cost of electricity, gas (including natural, manufactured, liquefied petroleum, heating oil mixed or propane), steam, heat, hot water, compressed air, air conditioning, chilled water, and mechanical refrigeration, and water. Includes propane or other fuel used for Category C revenue generating operations at OCONUS and Remote and Isolated locations. This excludes the collection of all incremental or prorated costs of providing the utility to the Category C activity (CONUS and OCONUS). See AFI 32-1061 for guidance on charging reimbursable customers.

## Attachment 2

## APF SUPPORT AUTHORIZATION

(NA-Not Applicable; A-Authorized; N-Not Authorized)

## APF Support by Category

| <b><u>Element of Resource</u></b>  | <b><u>A</u></b> | <b><u>B</u></b> | <b><u>C</u></b> | <b><u>C R&amp;I</u></b> |
|--|-----------------|-----------------|-----------------|-------------------------|
|  |                 |                 |                 |                         |
| <b>1. <u>MILITARY PERSONNEL</u></b>  |                 |                 |                 |                         |
| <b>a. <u>Permanent Assignment</u></b>  |                 |                 |                 |                         |
| (1) ECCS   | A               | A               | A               | A                       |
| (2) Managerial functions or positions requiring technical and professional qualifications. Also, personnel accountable for APF resources, and protecting the interest of the Federal Government. Does not include trainees and unassigned personnel. Authorized in accordance with the current Unit Manpower Document (UMD). See paragraph 4.3.5.                              | A               | A               | N               | A                       |
| (3) Personnel directly and primarily involved in resale  | N               | N               | N               | N                       |
| (4) All other functions  | A               | A               | N               | A                       |
| b. <b><u>Temporary Assignment</u></b> . Same authorization as permanent assignment (see subsection 1.a) for no more than 90 days.  | A               | A               | N               | A                       |
| c. <b><u>Additional or Collateral Duties</u></b> . Same authorization as permanent assignment (see subsection 1.a). If less than 25 percent of assigned duties are NAF or Air Force Services, allocate no costs to the NAF or Air Force Services programs. Members perform these duties in addition to their primary assigned duty. The duties may involve ECCS or operations. | A               | A               | N               | A                       |
| d. <b><u>Military Prison Labor</u></b> . Same authorization as permanent assignment (see subsection 1.a). See AFIs 32-1022 and 32-1032 for guidance on using prison labor for maintenance, repair and construction.  | A               | A               | N               | A                       |
|  |                 |                 |                 |                         |
| <b>2. <u>CIVILIAN PERSONNEL</u></b>  |                 |                 |                 |                         |
| <b>a. <u>Permanent Assignment</u></b>  |                 |                 |                 |                         |
| (1) ECCS.  | A               | A               | A               | A                       |
| (2) Managerial functions or positions requiring technical and professional qualifications. Also, personnel accountable for APF resources, and protecting the interest of the Federal Government. Authorized in accordance with the current UMD.  | A               | A               | N               | A                       |
| (3) Base Realignment and Closure (BRAC) related costs for NAF and APF employees. APFs only authorized if BRAC funds are available.   | A               | A               | A               | A                       |
| (4) Personnel directly or primarily involved in resale.  | N               | N               | N               | N                       |

(NA-Not Applicable; A-Authorized; N-Not Authorized)

## APF Support by Category

| <u>Element of Resource</u>   | <u>A</u> | <u>B</u> | <u>C</u> | <u>C R&amp;I</u> |
|--|----------|----------|----------|------------------|
| (5) All other functions  | A        | A        | N        | A                |
| b. <b><u>Temporary Assignment</u></b> . Same authorization as permanent assignment (see subsection 2.a) for no more than 90 days.  |          |          |          |                  |
| c. <b><u>Additional or Collateral Duties</u></b> . Same authorization as permanent assignment (see subsection 2.a). If less than 25 percent of assigned duties are NAF or Air Force Services oriented, allocate no cost to the NAF or Air Force Services programs. Personnel perform these duties in addition to their primary assigned duty. The duties may involve ECCS or operations. | A        | A        | N        | A                |
| d. <b><u>Federal Prison Labor</u></b> . Same authorization as permanent assignment (see subsection 2.a). See AFIs 32-1022 and 32-1032 for guidance on using prison labor for maintenance, repair and construction.   | A        | A        | N        | A                |
|  |          |          |          |                  |
| 3. <b><u>HUMAN RESOURCES OFFICE (HRO)</u></b> .  |          |          |          |                  |
| a. Technical advice and counsel for NAF personnel management and CPO support for required functions such as labor relations.   | A        | A        | A        | A                |
| b. Day-to-day personnel administration and related personnel matters for the NAF work force. Authorized APF for support of child care NAF employees.   | N        | N        | N        | N                |
| c. Background checks on employees in child care services and for resource and system security purposes. Includes, but is not limited to, fingerprint and state criminal history repository (SCHR) checks.  | A        | A        | A        | A                |
|  |          |          |          |                  |
| 4. <b><u>TRAVEL OF PERSONNEL</u></b>   |          |          |          |                  |
| a. <b><u>Permanent Change of Station (PCS)</u></b> .   |          |          |          |                  |
| (1) Military and full-time APF employees.  | A        | A        | A        | A                |
| (2) NAF employees. Traffic Management Office support is authorized for counseling, preparation of transportation documents, and selection and scheduling of carriers for PCS of NAF career program employees when there is no additional manpower required and except in situations identified in 2.a.3.   | N        | N        | N        | N                |
| b. <b><u>Temporary Duty (TDY) Travel</u></b> .   |          |          |          |                  |
| (1) APF employees and military members   | A        | A        | A        | A                |
| (2) NAF employees when an authorized DoD official/organization directs and the TDY relates directly to business/functions supported by APFs.   | A        | A        | A        | A                |

(NA-Not Applicable; A-Authorized; N-Not Authorized)

## APF Support by Category

| <u>Element of Resource</u>  | <u>A</u> | <u>B</u> | <u>C</u> | <u>C R&amp;I</u> |
|---|----------|----------|----------|------------------|
| (3) Intramural and Varsity sports competition. Participants in athletic, recreation, and entertainment events conducted as part of a NAF or Air Force Services program. (Does not preclude space A travel.)                                     | N        | N        | N        | N                |
| (4) International and national sports competition authorized by statute and other DoD issuance to include command supervision programs.   | A        | A        | N        | A                |
| <b>5. <u>USE OF GOVERNMENT-OWNED VEHICLES.</u></b>  |          |          |          |                  |
| a. Vehicle Operations controlled and dedicated vehicles authorized on Allowance Standard (AS) 012 to AS 019. When not authorized in AS 012 to AS 019, repetitive use of dispatched vehicles is allowed. See AFI 24-301 for additional guidance. |          |          |          |                  |
| (1) ECCS. Includes Services Commander, Deputy Commander and Flight Chiefs   | A        | A        | A        | A                |
| (2) Program support (not related to revenue-generating) provided by Vehicle Operations  | A        | A        | N        | A                |
| b. <b>Excess Vehicles Obtained From DRMO.</b> For requirements not authorized on AS.  | A        | A        | A        | A                |
| (1) Fuel and lubricants   | N        | N        | N        | N                |
| (2) Maintenance and repair  | N        | N        | N        | N                |
| <b>6. <u>TRANSPORTATION OF THINGS</u></b>   |          |          |          |                  |
| a. <b>APF Purchased Goods.</b> Applies to transoceanic and inland transportation of United States (US) or foreign goods.  | A        | A        | A        | A                |
| b. <b>NAF Purchased Goods.</b>  |          |          |          |                  |
| (1) Transoceanic:   |          |          |          |                  |
| (a) US goods. Applies to the movement of goods to and from CONUS sea and aerial ports of debarkation to their first destination overseas, including Alaska, Hawaii, and overseas ports by commercial carrier or military transportation.        | A        | A        | A        | A                |
| (b) Foreign goods. (Exception: Authorized military airlift to areas where commercial transportation is not available)   | N        | N        | N        | N                |
| (2) Inland:   |          |          |          |                  |
| (a) Movement of US goods within foreign countries from port of embarkation to first destination or bulk breakdown point.  | A        | A        | A        | A                |

(NA-Not Applicable; A-Authorized; N-Not Authorized)

## APF Support by Category

| <u>Element of Resource</u>   | <u>A</u> | <u>B</u> | <u>C</u> | <u>C R&amp;I</u> |
|--|----------|----------|----------|------------------|
| (b) Movement of US goods between DoD installations. Authorized for all activities when related to base closure or to safeguard goods under emergency conditions, for example, the threat of hostile force or natural disaster. Military transportation authorized for all activities to foreign areas where commercial carriers are not readily available and in combat zones.   | A        | A        | N        | A                |
| (c) Foreign goods. Authorized military airlift to areas where commercial transportation is not available.  | N        | N        | N        | N                |
| c. Household Goods. Applies to the authorized transportation of household goods for either:  |          |          |          |                  |
| (1) APF personnel.   | A        | A        | A        | A                |
| (2) NAF personnel (May use APF transportation, but must reimburse with NAFs.)  | N        | N        | N        | N                |
| d. Base Closure. Air Force Services equipment shipped between bases because of base closure or realignment.  | A        | A        | A        | A                |
|  |          |          |          |                  |
| <b>7. <u>UTILITIES</u></b>   |          |          |          |                  |
| (1) CONUS<br><br>* Category C MWR activities will pay the full cost of utility commodities purchased from commercial sources or produced by the installation. Cat C MWR activities will not pay for incremental or prorated costs of providing the utility to the activity to include overhead, maintenance and repair or capital investments. This policy applies to both privatized and non-privatized utility infrastructure. | A        | A        | N*       | A                |
| (2) Outside CONUS  | A        | A        | A        | A                |
|  |          |          |          |                  |
| <b>8. <u>ENVIRONMENTAL COMPLIANCE.</u></b>   |          |          |          |                  |
| a. <b><u>Activity Operations:</u></b>  |          |          |          |                  |
| (1) BCE Monitoring Programs (ECAMP, Surveys, and so on)  | A        | A        | A        | A                |
| (2) Comprehensive base-wide permits (not facility specific)  | A        | A        | A        | A                |
| (3) Environmental impact analysis process document:  |          |          |          |                  |
| (a) Prepared by in-house work force  | A        | A        | A        | A                |
| (b) Prepared by contract (AFI 32-7061)   | A        | A        | N        | A                |

(NA-Not Applicable; A-Authorized; N-Not Authorized)

## APF Support by Category

| <u>Element of Resource</u>   | <u>A</u> | <u>B</u> | <u>C</u> | <u>C R&amp;I</u> |
|--|----------|----------|----------|------------------|
| (4) Permits that apply only to the specific activity or facility, as opposed to base-wide permits, e.g., a NPDES permit for a golf course outfall, an underground storage tank permit for an AAFES service station or marina gas station.. | A        | A        | N *      | A                |
| * Includes all costs associated with permit compliance, including testing, monitoring, record keeping, and regulatory reporting.   |          |          |          |                  |
| (5) Treatment of waste water for golf course irrigation  | NA       | NA       | N        | A                |
| (6) Runoff from golf course  | NA       | NA       | N        | A                |
| (7) Disposal of hazardous materials chemicals, paints, etc.  | A        | A        | N        | A                |
| (8) Pump waste holding tanks   | A        | A        | N        | A                |
| (9) Leak detection monitoring system (includes ground water monitoring wells) (EXCEPTION: Not authorized for AAFES Tanks)  | A        | A        | A        | A                |
| (10) Spills and related cleanup/disposal during transfer or delivery   | NA       | NA       | N        | A                |
| (11) Other environmental deficiencies (including analysis, cleanup, disposal, and soil repair or restoration):   |          |          |          |                  |
| (a) Caused by act of God or fire   | A        | A        | A        | A                |
| (b) Incident to and resulting from operations  | A        | A        | A*       | A                |
| * EXCEPTION: NAF if due to simple negligence.  |          |          |          |                  |
| <b>b. Maintenance and Repair</b>   |          |          |          |                  |
| (1) Removal of asbestos  | A        | A        | A        | A                |
| (2) Removal of Hazardous Lead Based Paint  | A        | A        | A        | A                |
| (3) Underground and above ground storage tanks:  |          |          |          |                  |
| (a) Tank maintenance, repair, and repair by replacement  | A        | A        | A        | A                |
| (b) Distribution lines to pumps  | A        | A        | A        | A                |
| (c) Pumps and dispensing lines   | A        | A        | N        | A                |
| (d) Waste analysis   | A        | A        | A        | A                |
| (e) Cleanup  | A        | A        | A        | A                |
| (f) Disposal   | A        | A        | A        | A                |
| (g) Repair or restoration of soil  | A        | A        | A        | A                |
| (4) Environmental Cleanup in Preparation for NAF Construction  | A        | A        | A        | A                |
| <b>c. Construction.</b>  |          |          |          |                  |
| (1) Replacement of tanks to increase or decrease capacity or enhance other tank features   | A        | N        | N        | N                |

(NA-Not Applicable; A-Authorized; N-Not Authorized)

## APF Support by Category

| <u>Element of Resource</u>   | <u>A</u> | <u>B</u> | <u>C</u> | <u>C R&amp;I</u> |
|--|----------|----------|----------|------------------|
| (2) Construction of containment areas, not incidental to tank replacement, when required by state and federal regulatory authority.  | A        | N        | N        | N                |
| (3) Hazardous material storage area  | A        | N        | N        | N                |
| (4) Install waste holding tanks  | A        | N        | N        | N                |
| (5) Utility lines from waste water ponds and plants for irrigation   | A        | N        | N        | N                |
| (6) Sewage treatment systems   | A        | N        | N        | N                |
| (7) Other construction EXCEPTION: OCONUS Youth Centers are APF.  | A        | N        | N        | N                |
| 9. <b><u>CONSTRUCTION.</u></b>   |          |          |          |                  |
| a. <b><u>Architectural and Engineering Services.</u></b><br>Applies to professional services including the necessary consultations, preliminary studies, analysis, cost estimates, working drawings, specifications, interior design and decoration, and the inspection and supervision services necessary for the construction, alteration, or repair of real property facilities.  |          |          |          |                  |
| (1) APF construction.  | A        | A        | A        | A                |
| (2) <u>NAF construction.</u> EXCEPTION: APFs are authorized if no additional manpower authorizations are necessary and no additional costs would be incurred.  | N        | N        | N        | N                |
| b. <b><u>Minor Construction.</u></b> Applies to unspecified minor military construction as defined in 10 U.S.C. § 2805 and AFIs 32-1021 and 32-1032. EXCEPTIONS: APFs are authorized for child development centers and OCONUS Youth Centers. APFs may be used for all community facility construction related to the establishment, activation, or expansion of a DoD installation or relocation of facilities for convenience of the government; replacement of facilities denied by country-to-country agreements; restoration of facilities destroyed by acts of God, fire, or terrorism; and to correct life, health, or safety threatening deficiencies, environmental compliance, or removal of asbestos. See AFIs 32-1021, 32-1022 and 32-1032 for additional guidance. | A        | N        | N        | N                |
| c. <b><u>Military Construction.</u></b> Applies to specified military construction as defined in AFIs 32-1021 and 32-1032. It may include purchase and installation of furnishings, carpeting, wall coverings, appliances, and so on, for a complete and usable facility. EXCEPTION: APFs are authorized for child development centers and OCONUS Youth Centers. See AFIs 32-1021, 32-1022, and 32-1032 for additional guidance.   | A        | N        | N        | N                |

(NA-Not Applicable; A-Authorized; N-Not Authorized)

## APF Support by Category

| <u>Element of Resource</u>   | <u>A</u> | <u>B</u> | <u>C</u> | <u>C R&amp;I</u> |
|--|----------|----------|----------|------------------|
| d. <b><u>Purchase of Real Property</u></b> . Refers to the acquisition of land, buildings, and other fixed improvements. EXCEPTION: APFs are authorized for child development centers and OCONUS Youth Centers.  | A        | N        | N        | N                |
| 10. <b><u>FACILITY MAINTENANCE</u></b> . Refers to the day-to-day work required to preserve real property facilities and prevent premature failure or wearing out of facility components (electrical, mechanical, heating and air conditioning, plumbing, roofing, foundations, doors, windows, and so on). Excludes maintenance to support activity operations (See paragraph 12, Maintenance and Repair to Support Activity Operations). See AFIs 32-1021, 32-1022 and 32-1032 for more detailed information. (EEIC 521) |          |          |          |                  |
| a. <b><u>BCE Owned or Leased Facilities</u></b>  | A        | A        | A        | A                |
| b. <b><u>NAF Owned or Leased Facilities</u></b><br>Do not use APFs for maintenance or repair of facilities leased or constructed with NAFs until accountability is assumed by the Air Force. See AFI 32-1022, for more detailed information  | NA       | N        | N        | N                |
| c. <b><u>Grease Traps - Cleaning</u></b>   |          |          |          |                  |
| (1) Inside the facility  | A        | A        | N        | A                |
| (2) Outside the facility in the underground sewage system.   | A        | A        | A        | A                |
| 11. <b><u>FACILITY REPAIR</u></b> . Applies to repair as defined in AFI 32-1032. Excludes repair to support activity operations (See paragraph 12, Maintenance and Repair to Support Activity Operations). See AFIs 32-1021, 32-1022 and 32-1032 for more detailed information. (EEIC 522 - Restoration & Modernization Repair / EEIC 524 - Sustainment Repair)  |          |          |          |                  |
| a. <b><u>Restoration or Replacement of Components and Systems</u></b> .<br>Includes restoration or replacement of worn out, failed or exceeded their economic life, by installing modern, reliable, maintainable, functional, economical and energy efficient materials and equipment.   | A        | A        | A        | A                |
| b. <b><u>Correction of Fire or Other Occupational Safety and Health Deficiencies</u></b> .   | A        | A        | A        | A                |
| c. <b><u>Modifications to Utility Systems</u></b> . Applies to building generation or distribution systems.  | A        | A        | A        | A                |
| d. <b><u>Addition, Rearrangement or Removal of Non-load bearing Walls</u></b> .  | A        | A*       | N        | A*               |



(NA-Not Applicable; A-Authorized; N-Not Authorized)

## APF Support by Category

| <u>Element of Resource</u>   | <u>A</u> | <u>B</u> | <u>C</u> | <u>C R&amp;I</u> |
|--|----------|----------|----------|------------------|
| e. <b><u>NAF Owned or Leased Facilities.</u></b>   | N        | N        | N        | N                |
| <b>NOTE:</b> See Note 10.b.  |          |          |          |                  |
| 12. <b><u>MAINTENANCE AND REPAIR TO SUPPORT ACTIVITY OPERATIONS.</u></b> Applies to work accomplished within a facility in support of the Air Force Services program or NAFI such as repair and maintenance of bowling lanes, pin setting equipment, floor coverings (for example, carpet, hardwood, decorative tile), wall coverings, decorative light fixtures to include chandeliers, club bars, lounges, snack bars, kitchens (including range hoods and ducts, and so on), golf clubhouse locker rooms, riding stables and fencing, marina docks, and dredging and repair of bulkheads. | A        | A        | N        | A                |
| 13. <b><u>INSTALLATION-WIDE PEST CONTROL.</u></b> Includes base-wide services that Engineering provides, such as mosquito fogging, tick control, rat control, forest pests, and so on.   | A        | A        | A        | A                |
| 14. <b><u>GROUNDS MAINTENANCE.</u></b>   |          |          |          |                  |
| a. <b>Base Grounds.</b> Scheduled routine maintenance that the civil engineer conducts or provides by contract on the installation on grounds, lawn shrubbery, flowers, landscaping and picnic and park areas (on base and off-base recreation sites)  | A        | A        | A        | A                |
| b. <b><u>Golf course grounds.</u></b>  |          |          |          |                  |
| (1) Routine maintenance  | NA       | NA       | N        | A                |
| (2) Major maintenance and repair   | NA       | NA       | N        | N                |
| (3) Specialized pest control. Specialized services including all pesticide treatment of greens, tees, fairways, roughs, water hazards, sand traps, driving ranges, and so on. Engineering may provide these services to MWR activities on a reimbursable basis. Report golf course use of all pesticides to Engineering in accordance with AFI 32-1053.  | NA       | NA       | N        | A                |
| (4) Restoration of grounds destroyed by an act of God, e.g., hurricanes and tornadoes. Does not include such situations as recurring flooding or the normal erosion of a river or creek that is exacerbated by an above-normal amount of rain or snow.   | A        | A        | A        | A                |

(NA-Not Applicable; A-Authorized; N-Not Authorized)

## APF Support by Category

| <u>Element of Resource</u>  | <u>A</u> | <u>B</u> | <u>C</u> | <u>C R&amp;I</u> |
|---|----------|----------|----------|------------------|
|   |          |          |          |                  |
| <b>15. <u>EQUIPMENT MAINTENANCE.</u></b>  |          |          |          |                  |
| a. APF purchased equipment. Applies to maintenance, repair, and overhaul of equipment either authorized on component equipment Table of Allowance (TAs) 410 or 501 or on loan to NAF or MWR for a period not to exceed 90 days.   | A        | A        | NA       | A                |
| b. Allowances Source Code (ASC) 048 Equipment   | A        | A        | NA       | A                |
| c. TA 083 equipment   | N        | N        | N        | N                |
| d. NAF owned or leased equipment  | N        | N        | N        | N                |
|   |          |          |          |                  |
| <b>16. <u>RENTS AND LEASES.</u></b> Applies to the use or possession of non-DoD lands, buildings, and their improvements and installed equipment for a specified period through contract, lease agreement, or other legal instrument when authority is granted through appropriate channels.  |          |          |          |                  |
| a. <u>CONUS.</u>  | N        | N        | N        | N                |
| b. <u>Outside CONUS</u>   | A        | A        | A        | A                |
|   |          |          |          |                  |
| <b>17. <u>DISTINCTIVE UNIFORMS AND FUNCTIONAL CLOTHING.</u></b> See paragraph <a href="#">10.11.</a> and AFIs 36-2903 and 36-801 for details on organizational mandatory clothing.  | A        | A        | N        | N                |
|   |          |          |          |                  |
| <b>18. <u>SPORTS OFFICIALS.</u></b> AIR Force Services managers may not use APFs to obtain, by contract or otherwise, the services of a military member or civilian employee who receives regular duty pay from APFs. Air Force Services managers may use APFs to contract with a sports official association employing military or civilian APF employees if the association has an existence and purpose other than for the avoidance of dual compensation restrictions. Air Force Services managers may not use APFs to contract with an association or other entity composed of military members or civilian APF employees whose primary purpose is to contract with the Government. See AFI 34-137, Air Force Fitness and Sports Operations, for guidance on sports officials. | A        | A        | NA       | NA               |

(NA-Not Applicable; A-Authorized; N-Not Authorized)

## APF Support by Category

| <u>Element of Resource</u>   | <u>A</u> | <u>B</u> | <u>C</u> | <u>C R&amp;I</u> |
|--|----------|----------|----------|------------------|
| 19. <b><u>TROPHIES AND AWARDS</u></b> . Applies to the purchase of trophies and similar devices to be awarded to military members and units of the armed forces for excellence in accomplishment or competition related to Air Force Services sports programs. Cash awards are specifically excluded. See AFI 65-601V1 for details on trophies and awards. APFs are authorized for trophies and similar items associated with accomplishments and competitions including intramural sports, fitness programs and activities. Athletic competitions must be established and announced, and of a continuing nature. APFs are authorized for awards made on a one-time basis when the accomplishment is unique or clearly contributes to increased effectiveness or efficiency. Trophies and devices must be displayed appropriately. | A        | A        | NA       | NA               |
| 20. <b><u>COMMUNICATIONS AND CABLE TV SERVICE</u></b> . Applies to all forms of electronic communications (for example, telephone, teletype, television, DSN, DDN, on-base telecommunications cable, Defense Information Systems Network (DISN) and commercial Internet service provider). Includes public access and networking systems, and other types of electronic media for NAF and Air Force Services programs and facilities. See paragraph 10.10. for additional guidance.  |          |          |          |                  |
| a. <b>Command Management Functions</b> . Statistical data gathering and reporting and communications with other command headquarters, the DoD and other Government agencies  | A        | A        | A        | A                |
| b. <b>ECCS</b> . Category C activities (including AAFES facilities and remote and isolated locations) are authorized APF support for the purposes of ECCS. See paragraph 10.10.3. for additional guidance.   | A        | A        | A        | A                |
| c. <b>Communications Support for Activity Operations</b> . Includes all support if the local communications board approves and validates the support.  | A        | A        | N        | N                |
| 21. <b><u>POSTAL SERVICE AND POSTAGE</u></b> . Applies to support by Government postal organizations and systems for the dispatch of official mail and rental of post office boxes. See AF Supplemental to DoD 4525.8-M for additional instructions on use of official mail systems for MWR.   |          |          |          |                  |
| a. <b>Official Correspondence</b> . Within and between Government agencies and between Government agencies and persons and private commercial entities, not related to the sale of goods and services.   | A        | A        | A        | A                |

(NA-Not Applicable; A-Authorized; N-Not Authorized)

## APF Support by Category

| <u>Element of Resource</u>   | <u>A</u> | <u>B</u> | <u>C</u> | <u>C R&amp;I</u> |
|--|----------|----------|----------|------------------|
| b. <b>Resale And Collections.</b> When procuring items for resale and collecting income for merchandise or services sold.  | N        | N        | N        | N                |
| 22. <b><u>PRINTING AND REPRODUCTION.</u></b> Includes work done on printing presses, lithography, and other duplication with related binding operations, photography, microfilming, formats and forms, development, editing, and graphics.   |          |          |          |                  |
| a. <b><u>Sale of Merchandise or Services and Collection of Income.</u></b>   | N        | N        | N        | N                |
| b. <b><u>Other Support</u></b>   | A        | A        | A        | A                |
| 23. <b><u>EDUCATION AND TRAINING.</u></b> Relates to the advancement of job knowledge, development of skills, and improvement of the abilities of Air Force Services program APF personnel, regardless of position or job occupied. * EXCEPTION: NAF employees are authorized APFs for education and training when training relates to performance of APF duties or when training is required for all command and base employees. Also, NAF employees should be treated the same as APF employees for attendance to Air Force and DoD “non-tuition” sponsored schools, seminars, conferences, or private institutions. | A        | A        | N*       | A                |
| 24. <b><u>AUDIT SERVICES.</u></b> Relates to the independent review and evaluation of records, controls, practices, and procedures in the area of financial and operational management of NAF and Air Force Services programs.   |          |          |          |                  |
| a. <b><u>Air Force Audit Agency.</u></b> When no additional manpower is required.  | A        | A        | A        | A                |
| b. <b><u>Independent Public Accountant</u></b>   | N        | N        | N        | N                |
| 25. <b><u>INFORMATION AUTOMATION.</u></b> Applies to automated information system development or operation (for example, personnel, equipment, equipment maintenance, supplies, and software).   |          |          |          |                  |
| a. <b><u>Internal Activity Operations.</u></b> Information processing services for internal operations of a NAFI may be provided on a reimbursable basis for category C activities. EXCEPTION: APF authorized for support of child development centers.  |          |          |          |                  |
| (1) NAF accounting systems   | N        | N        | N        | N                |

(NA-Not Applicable; A-Authorized; N-Not Authorized)

## APF Support by Category

| <u>Element of Resource</u>  | <u>A</u> | <u>B</u> | <u>C</u> | <u>C R&amp;I</u> |
|---|----------|----------|----------|------------------|
|   |          |          |          |                  |
| (2) NAF payroll processing  | N        | N        | N        | N                |
| (3) Internal activity management for NAF resources and resale   | A        | A        | N        | A                |
|   |          |          |          |                  |
| 26. <b><u>FINANCIAL MANAGEMENT SERVICES.</u></b> Relates to the preparation of APF and NAF budgets, accounting, financial reporting; Comptroller oversight; and review and analysis to ensure proper control over all the resources that support NAF and MWR programs.  |          |          |          |                  |
| a. <b><u>Technical Guidance and Assistance.</u></b> Preparing budgets, financial and analytical data required for command supervision and management review and analysis to ensure control over APF, NAF and Air Force Services resources.  | A        | A        | A        | A                |
| b. <b><u>NAF Accounting and Analytical Functions.</u></b> Relates to functions required for the internal operations of NAF and Air Force Services programs. APF authorized for support of child development centers.  | N        | N        | N        | N                |
|   |          |          |          |                  |
| 27. <b><u>LEGAL SERVICES.</u></b>   |          |          |          |                  |
| a. <b><u>Office of General Counsel (SAF/GC) and the Judge Advocate General's Department (AF/JA).</u></b> Services and assistance from Judge Advocates, the General Counsel's office, and other Air Force APF personnel authorized to provide legal support.   | A        | A        | A        | A                |
| b. <b><u>Internal Civilian Legal Staff as An Integral Element of a NAFI.</u></b>  | N        | N        | N        | N                |
|   |          |          |          |                  |
| 28. <b><u>PROCUREMENT SERVICES.</u></b>   |          |          |          |                  |
| a. <b><u>APF Procurement Office.</u></b>  | A        | A        | A        | A                |
| b. <b><u>Other Procurement.</u></b> Applies to the procurement of goods and services with NAFs not performed by the APF Procurement Office and includes development, preparation of procurement documents, negotiations of prices, contract administration and audit with related procurement functions (for example, RMF and AFNAFPO). | N        | N        | N        | N                |
|   |          |          |          |                  |
| 29. <b><u>CUSTODIAL AND JANITORIAL SERVICE.</u></b> Applies to the manpower, supplies and equipment the base engineer or a contractor provides.   | A        | A        | N        | A                |

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## APF Support by Category

| <u>Element of Resource</u>   | <u>A</u> | <u>B</u> | <u>C</u> | <u>C R&amp;I</u> |
|--|----------|----------|----------|------------------|
| 30. <b><u>OTHER SUPPLIES.</u></b> Applies to supply items that people consume or that lose their identity when used or whose low value do not require the same accountability necessary for equipment. Includes clothing, tents, organizational tools, administrative and housekeeping supplies, petroleum fuels, lubricants, preservatives, coolants, and oil derivatives. <b>EXCEPTION:</b> Aircraft and ship petroleum, oil, and lubricant (POL). |          |          |          |                  |
| a. <u>ECCS.</u>  | A        | A        | A        | A                |
| b. Related to Sale of Merchandise or Purchase of Materials Used to Provide a Paid Service. Includes all Snack Bars   | N        | N        | N        | N                |
| c. Food Supplies for Meals Served in Child Development and Youth Centers Relating to Child Care Programs.  | NA       | A        | NA       | NA               |
| d. <b><u>All Other Supplies.</u></b>   | A        | A        | N        | A                |
| 31. <b><u>EQUIPMENT.</u></b> Includes the cost of equipment, furniture, or furnishings. Photocopiers are authorized in accordance with AFI 34-270. APF photocopiers are for official government business and may not be used for NAF revenue generating purposes. Equipment for child development authorized in accordance with <b>Chapter 5</b> . <b>EXCEPTION:</b> Category B activities items listed in AS 410 and 501 are authorized APF.        |          |          |          |                  |
| a. <u>ECCS.</u>  | A        | A        | A        | A                |
| b. <b><u>Related to Sale of Merchandise or Purchase of Materials Used to Provide a Paid Service.</u></b>   | N        | N        | N        | N                |
| c. <b><u>Use of Surplus and/or Excess Equipment for Activity Requirements.</u></b>   | A        | A        | A        | A                |
| d. <b><u>Laundry and Dry Cleaning.</u></b> See AFI 34-252 for policy on establishing and operating a laundry and dry cleaning plant.   |          |          |          |                  |
| (1) Plant equipment  | N        | N        | N        | N                |
| (2) Self-service non-plant washers and dryers. (Not used to provide a paid service or generate revenue)  | A        | A        | N        | A                |
| e All other equipment.   | A        | A        | N        | A                |
| 32. <b><u>AIRCRAFT AND SHIP POL.</u></b> Applies to POL (including fuel additives) for aircraft and boats that personnel operate for NAF and Air Force Services program. Does not apply when POL usage is incidental to official travel of personnel or transportation of things.  | N        | N        | N        | N                |

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## APF Support by Category

| <u>Element of Resource</u>  | <u>A</u> | <u>B</u> | <u>C</u> | <u>C R&amp;I</u> |
|---|----------|----------|----------|------------------|
| 33. <b><u>MERCHANDISE, SERVICE, AND EQUIPMENT FOR RESALE OR RENT.</u></b> Relates to merchandise, services, and equipment that a NAF or Air Force Services program obtains for resale or rent to authorized persons. This does not preclude the use of APFs to procure supplies and equipment for Category A and B activities for which the users of these items pay administrative fees to defray NAF costs of maintaining, controlling use of, and safeguarding these assets. | N        | N        | N        | N                |
| 34. <b><u>REFUSE COLLECTION AND DISPOSAL SERVICE.</u></b> Includes trash removal. EXCEPTION: Not authorized for military exchanges in CONUS.  | A        | A        | A        | A                |
| 35. <b><u>COMMON SERVICES.</u></b> Related to those services that are provided to all base organizations and no additional costs are incurred for providing that support to Air Force Services. These include, but are not limited to, fire protection, security police, pest control (except golf courses), snow removal, safety, medical and veterinary, sanitation inspection, rescue operations, and AFOSI and AF/IG services.  | A        | A        | A        | A                |

**NOTE:** \* Subject to availability of APFs. No waiver to fund source policy is required to use NAFs.